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JAN

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, January 10, 2011 Time: 7:00 PM

Location: Town Office, 100 Essex Street, 1st Floor Room Number: 201

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd, Member & Date

RECEIVED

10 DEC 16 AM 11:17

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

*Joint meeting
of
Selectmen
and
Board of
Health*

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, January 12, 2011

Time:

7:30 pm

Location:

Town Office Building

Name of Building

Room Number:

201

Street Address

50 23rd Street

Town Clerk's Signature

Clerk/Bd. Member & Date

Glen E. B. [Signature]

T. [Signature] 12/11/10

RECEIVED

10 DEC 16 AM 11:17

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, January 24, 2011

Time:

7:00 pm

Location:

Town Office Building

Name of Building

Room Number:

204

Street Address

50 Billerica Rd.

Robert L. Delaney

Town Clerk's Signature

Clerk/Bd. Member & Date

T. Delaney

1/24/11

RECEIVED

11 JAN - 7 AM 9:02

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

for year w/ Fin Com
School Committee

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday January 31, 2011 Time: 7:00 pm

Location:

School Administration Room Number:

Name of Building

23 North St

Street Address

Town Clerk's Signature

Eugene H. Delaney

Clerk/Bd. Member & Date

T. Delaney 1/6/11

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

11 JAN - 7 AM 9:02

RECEIVED



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
January 10, 2011

RECEIVED

11 JAN -7 AM 9:01

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- 50 Year Anniversary - Chelmsford Land Trust Proclamation

Open Session

Committee Vacancies

Scheduled Business

Entertainment License – RSRS Foods

St. Vartanantz Church -1 Day Beer & Wine License for 1/15/11

7:30 p.m. Library Trustees - Appointment

7:30 p.m. Public Hearing - Notice of Clean up Analysis – 27 Katrina Road

7:45 p.m. Public Hearing - Transfer of Tango Grill Beer & Wine License

8:00 p.m. National Grid Underground Conduit Petition – Moore Street

8:10 p.m. Cancellation of current Tow Contract

8:15 p.m. MMA Proposed Resolutions

Town Manager Bid Awards

- Solar Panels – Parker Middle School
- Demolition / Deconstruction Katrina Road

Town Manager Reports

Town Manager Appointments

- Bicycle and Pedestrian Advisory Committee

Meeting Minutes

- Tri-Board Meeting Minutes – December 13, 2010

Unscheduled Business

Selectman Referrals

Press Questions

Executive Session

Next Regular Meeting: January 24, 2011

10:00 AM 7-10-10

2000 1/2 1/2 1/2 1/2

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
January 10, 2011**

Attending:

George Dixon, Jr., Chairman
Eric Dahlberg, Vice Chair
Jon Kurland, Selectman
Matt Hanson, Clerk
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:03PM.

Public Service Announcement

50 Year Anniversary-Chelmsford Land Conservation Trust Proclamation

The proclamation was read by Selectman Dahlberg, which was accepted by Becky Warren.

Open Session

Tom Christiano, 6 Drew Circle, invited the public to "Support Our Town" Coffee event at the Java Room on January 13, 2011 from 8-10AM.

Becky Warren, Chelmsford Land Conservation Trust, invited residents and the Board to their 50th Anniversary celebration being held on June 12, 2011 at Bartlett Park.

Committee Vacancies

The list of openings was read by Selectman Dahlberg. Interested residents can apply online or through the Town Manager's office.

Scheduled Business

Entertainment License-RSRS Foods

Kannan Kesavalu was present for questions. The request is for televisions and radio entertainment. The Board had no further questions.

Motion: by Selectman Dahlberg to approve an Entertainment License to RSRS Foods, LLC, d/b/a Tulsi Fine Indian Cuisine, to include radio and televisions to be exercised on the premises at 7 Summer St. Seconded by Selectman Hanson. **Motion carries, unanimous.**

St. Vartanantz Church-1 Day Beer and Wine License for January 15, 2011

Armen Jeknavorian was present for questions. The event is an awards banquet and concert. The Board had no further questions.

Motion: by Selectman Dahlberg to approve a One Day All Alcoholic Beverages License to Sts. Vartanantz Armenian Church for January 15, 2011 for the hours of 6:30PM to 11:00PM, to be exercised on the premises at 180 Old Westford Rd. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Town Manager Bid Awards

Solar Panels-Parker Middle School

Two bids were received for installation of the Solar Photovoltaic System at the Parker Middle School. It is estimated that this system will save \$15-20,000.00 in energy costs annually. Funding was granted through an award from the Massachusetts Department of Energy Resources.

Motion: by Selectman Dahlberg to approve the Town Manager's bid award for the installation of the 37.95 KW Solar Photovoltaic System at the Parker Middle School to Ostrow Electric Company, 9 Mason St., Worcester, in an amount not to exceed \$187,224.00. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Demolition/Deconstruction-Katrina Rd.

Seven bids were received for this project. The recommended bid includes hazardous materials abatement, as the demolition is necessary due to mold and deterioration. Mr. Cohen explained that more environmental sampling will be done after the building is gone, and more funding may be required for further environmental remediation, for which additional funding sources are being sought. More information about this project will be provided later in this meeting.

Motion: by Selectman Dahlberg to approve the Town Manager's bid award for the demolition and deconstruction of the building located at 25-27 Katrina Rd., Chelmsford to S&R Corporation of Lowell, Ma. in an amount not to exceed \$84,195.00. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Library Trustees-Appointment

Pamela Davies, 29 Washington St., explained she was interested in serving the remainder of the term recently vacated by Diane Severin. The appointment will be discussed later in this meeting.

Town Manager Reports

Mr. Cohen advised that the Town's Home Rule Petition for underground utilities was signed by the governor last week. This will allow the Board to request suspension of the 2% surcharge on residents' electric bills. Phase 1 of the work in the Town Center should be completed in two years.

Vertex Engineering was chosen as the Project Manager for the Green Repair Projects for the Byam School roof and the window replacement at the High School. A Project Designer has been chosen and was submitted to the State for approval. The Permanent Building Committee will do a presentation on this and other pending projects at a future meeting.

Selectman Dahlberg asked for a timeline on the Utilities Surcharge Suspension. Mr. Cohen explained a Public Hearing must be scheduled, and he was not sure how long it would take the company to implement the changes.

Joint Meeting, Library Trustees Appointment

Library Trustees Attending:
Maggie Marshall, Chairman
Eric Groves

Carol Sneden
Lisa Daigle
David Braslau

Maggie Marshall, 2 Draycoach Dr. explained that two applicants came forward to fill the remainder of the term vacated by Diane Severin. Ms. Davies was asked to serve immediately, as she is very familiar with the McKay Library and would be an advocate for North Chelmsford.

Eric Groves, 33 Scotty Hollow Dr. also recommended Ms. Davies as an advocate of McKay Library.

Motion: by Ms. Marshall to nominate Pam Davies as Library Trustee for a term to expire April 1, 2011.
Seconded by Selectman Hanson.

Roll Call Vote:
Mr. Groves: Aye
Ms. Sneden: Aye
Ms. Daigle: Aye
Ms. Marshall: Aye
Mr. Braslau: Aye
Selectman Kurland: Aye
Selectman Hanson: Aye
Selectman Dahlberg: Aye
Chairman Dixon: Aye
Selectman Wojtas: Abstained.

Motion carries.

Information regarding 2011 Winterfest was left for interested residents.

Public Hearing-Notice of Clean-up Analysis-27 Katrina Rd.

Evan Belansky provided a presentation of an analysis of Brownfield Cleanup Alternatives as required under the EPA Grant Award process. Marc Bouvier of Nobis Engineering and Alan Peterson of EPA were also present. The 30 day public review and comment period will end January 18, 2011. Mr. Belansky noted that the Town's goals for this site included eventual redevelopment of the site to a new owner and environmental cleanup to ensure public health and safety. The project was undertaken to address environmental concerns to a nearby public drinking water well field in a manner that would leverage federal and state funding sources and minimize use of Town funds. A history of activities to date was provided, including a \$200,000.00 cleanup grant award from the EPA. The analysis recommends that the building be demolished, although the building slab will be left to prevent future storm water runoff from percolating through to the polluted ground. Phase II of the cleanup will address excavation, testing and disposal of contaminated soils. The pollution stems from chlorinated solvents that were used as degreasing agents that would overflow from a clay tank located in the rear of the building during the 1960's. All public documents are available on the town's website. Selectman Wojtas questioned how likely future funding would be granted. Mr. Belansky believed that the previous owner of the parcel and Mass. Development would be able to provide additional funding. Mr. Belansky has received several inquiries regarding the parcel.

Audience Comments:

Donald Kaplan, 189 Littleton Road, asked about the nature of the pollution. It was explained that they are chlorinated solvents.

Cindy McLain, Proctor Rd, asked about the extent of particulate matter during the demolition, as use of the nearby Rail Trail will be lower during the proposed demolition time. Mr. Bouvier explained that hazardous materials are abated prior to the demolition, and the contractor is required to use dust suppression measures during the demolition process. The building is mostly metal and concrete. Mr. Belansky explained there will be meeting prior to the demolition, and the actual demolition will take about ½ day, not including sorting and recycling the material.

No further comments were received from the audience or the Board. Attendees were asked to sign an attendance sheet.

Motion: by Selectman Dahlberg to close the Public Hearing. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Public Hearing-Transfer of Tango Grill Beer and Wine License

Atty. Douglas Deschenes was present to speak for the applicant, Aric Becker, LLC, who is the new owner of the establishment. All sign-offs have been completed and submitted as requested. Selectman Wojtas noted that the Common Victualer's License has not been approved. Selectman Wojtas also noticed that Adele McDaniels will not be working in the establishment, as she lives in Pennsylvania, and Mr. Sain will only be on the premises part time. Mr. Deschenes explained that Mr. Becker is the Chef and owner's son, and will be on the premises full time. Mr. Becker and Mr. Sain are both TIPS certified. Selectman Wojtas questioned the purpose of the LLC, as it is listed as a flooring company. Mr. Deschenes will clarify the status of the Common Victualer's license, Mr. Sain's hours and background, the primary residence of the Manager, and the purpose of the LLC. The operating hours of the restaurant will be 7AM-9:30PM.

Audience Comments:

Mr. Kaplan, Littleton Rd, asked if this was a Mexican Restaurant.

Motion: by Selectman Dahlberg to continue the Public Hearing to January 24, 2011 at 7:30pm. Seconded by Selectman Hanson. **Motion carries, unanimous.**

National Grid Underground Conduit Petition-Moore St.

Dave Aguiar was present on behalf of National Grid. The Petition is to install poles 11-1 and 11-2 on Moore St. as depicted on a plan dated November 17, 2010. The work is needed to supply power to 38 Moore St. No further questions were received from the Board; no comments were received from the audience.

Motion: by Selectman Dahlberg to close the Public Hearing. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Motion: by Selectman Dahlberg to approve the Petition of National Grid to construct a line of underground electric conduits, including the necessary sustain and protecting fixtures in the area of 38 Moore St. as depicted on a Plan dated November 17, 2010 drawn by Brian Sweeney for National Grid. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Cancellation of Current Tow Contract

Mr. Cohen provided background information on how the towing contract was awarded to Ferreira's Towing, with Christopher's Towing as an alternate. A cancellation notice was issued on January 4, 2011 after an accident on October 24, 2010 at the Best Western Hotel and a second state police vehicle

inspection which identified continuing problems. The contract was under a 60 day suspension. Mr. Cohen explained he offered the Company a chance to withdraw from the contract, but the contractor has chosen to appeal the cancellation decision. The Board was advised they can sanction Mr. Cohen's actions or not; the advice of Town Counsel was sought to verify whether the Town Manager had the authority to cancel the contract, and it was determined the authority existed.

Police Chief Jim Murphy explained he was notified by the Registry of Motor Vehicles of motor vehicle inspection fraud committed by Ferreira's, in which they were given a warning. Selectman Kurland asked the Chief if he had any issues with Christopher's Towing, and was told there were several complaints that were investigated and unsubstantiated. Selectman Dahlberg asked if there were any other towing companies that could provide this service, and he was told Stuart's Automotive had also bid on the original Request for Proposals. Selectman Wojtas asked where vehicles towed by Christopher's would be stored, and she was told they would go to 9 Kidder Rd. Storage times vary by situation, but vehicles are usually not there more than a few days. All drivers have been CORI checked, and all of their vehicles have passed a state inspection.

Atty. Doug Hausler spoke on behalf of Ferreira's Towing, and provided a packet of information for the Board's review. Mr. Hausler alleged that the decision to terminate the contract without the opportunity for discussion. A memo from Chief Murphy was not made available immediately, and this memo contains misinformation. The RMV fraud allegations involved how inspection information was being input into computers, whereas his client would input multiple inspections in succession as opposed to inputting the information as the inspection was being done. Ferreira's received a warning, and was told the procedure that the RMV prefers is done. Mr. Hausler did not agree with the opinions of the investigators regarding the extent of the investigation and the equipment safety issues that were noted. Ferreira's maintains that safety issues noted in the first inspection were taken care of on October 29, 2010, which is not reflected in the second inspection report. Mr. Hausler felt the town contract does not specify that all of the equipment must pass inspection, and the vehicles used for Town tows all passed inspection. The four trucks that failed were not relevant to this inquiry. Mr. Hausler obtained a statement from Ferreira's insurance carrier stating that maintenance and employee reviews are done, and there is a small loss history. Mr. Hausler estimates the Town will lose \$75,000.00 in revenue if the contract is cancelled. The replacement contractor is a convicted felon, with multiple complaints from the City of Lowell. Mr. Hausler asserted that there was no provision in the Town's contract to allow for a second inspection, there have been no customer complaints, no rate violations, and three pieces of equipment have always been available as promised. The Town Charter is not specific as to whether the Town Manager has the authority to cancel a contract without the vote of the Board of Selectmen, yet the approval of the contract did require the Board's approval. Mr. Hausler asked the Board to evaluate actions taken to date, to review the information submitted tonight, and to give his client a chance to respond.

Mr. Cohen noted the Board's policy to submit material prior to a meeting, various inaccuracies of Atty. Hausler's presentation, and that Town Counsel is not appointed by the Town Manager, but by the Board of Selectmen. Ferreira's was offered an opportunity to meet with Mr. Cohen one week prior to the cancellation notice, and chose not to do so. The contract states cancellation can be granted with or without cause. The cancellation could have been done in October, but a suspension was granted instead. Based on the reasons for the suspension, it should have been reasonable for Ferreira's to expect a second state inspection.

Selectman Kurland disclosed that the legal firm he works for did represent the owner of Ferreira's Towing in a divorce hearing, and he asserts there is no conflict with his weighing in on this matter. He agreed the contract is poorly written, however, Ferreira's is held to comply with all laws and regulations, and has violated numerous of these. The accident at the hotel in October could have been disastrous, and

the revenue loss to the Town is not worth the value of a human life. If the Board chooses to vote on this matter, Selectman Kurland would agree with the termination of this contract. Selectman Wojtas agreed the information provided this evening should have been provided prior to the meeting, and she would like to review it before making a decision. Mr. Hausler stated the contract should be re-bid and clarified to address Selectman Kurland's concerns. Selectman Hanson advised he would like to have Chief Murphy weigh in on the information submitted this evening.

Chief Murphy stated the points presented by Atty. Hausler minimize the citations listed, and a pattern has been shown through both state inspections. He was not looking to terminate the contract, the State Police have the right to inspect the equipment anytime, and revenue should not be an issue over public safety. Mr. Hausler noted that Ferreira's was a contracted tower for 35 years prior to Christopher's Towing winning the prior contract.

Selectman Dahlberg requested additional time to review the information provided this evening. Chairman Dixon advised he had not formed an opinion at this time.

Audience Comments:

Lois Tabaczynski, 189 Littleton Rd. reminded the Board that she has spoken before on problems she experienced with Christopher's Towing when she had an accident where her vehicle left the road and required towing, and she provided a synopsis of her experience. She would like to see a tow company who can be fair, as she was charged \$4,979.67 for a tow that should have only cost between \$600-1,000.00.

Selectman Kurland requested a written opinion from Town Counsel regarding the Town Manager's authority in this matter. The Board will render a decision at the next regular Board meeting on January 24, 2011.

MMA Proposed Resolutions

Chairman Dixon announced that Selectman Wojtas has the authority to vote on these resolutions on the Board's behalf. The Resolutions call for health insurance plan design authority for cities and towns, and increased transportation funds. Mr. Cohen explained the process of how Chapter 90 funding is formulated and awarded, and that this resolution will increase funding to cover additional kinds of road maintenance, DPW equipment and sidewalks.

Motion: by Selectman Dahlberg to endorse the MMA Resolution calling for Health Insurance Plan Design Authority for Cities and Towns. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Motion: by Selectman Dahlberg to endorse the MMA Resolution for increased Transportation Funds (Chapter 90). Seconded by Selectman Hanson. **Motion carries, unanimous.**

Town Manager Reports, Continued

Mr. Cohen announced that the Liquor License application for Country Club Too is anticipated for the next regular meeting, and several other applications will be coming forward at future meetings. Mr. Cohen asked the Board to review their policy on these licenses, and suggested making closing times 1AM instead of 2AM.

The Department of Agricultural Resources has recently approved an application for the selling of wine at a Farmers Market. An applicant will be before the Board at the next meeting. This could be a recurring request for the Summer Farmers Market.

A presentation on a Fire Station proposal is expected for the next regular meeting. The Board will weigh in on a debt exclusion request.

A Joint Meeting with the Board of Selectmen, School Committee and the Finance committee will be held on January 31, 2011 at the School Administration Building on North Rd. starting at 7PM.

No Petition Warrants have been received for spring town Meeting.

The Oak Hill Housing Study is being finalized.

There will be a presentation on the Affordable Housing Master Plan at a future meeting.

There will be a demonstration of the proposed electronic voting equipment in Room 205 on January 20, 2011 at 7PM.

Two Home Rule Petitions have been submitted regarding a charter change to remove the specific number of precincts; and to allow local health insurance plan design.

Rail Trail openings by Zesty's Pizza and Subway are being reviewed by Jim Pearson and BPAC.

A matching grant for Emergency Message Boards is being applied for by Walter Hedlund, and the Police & Fire Departments. The amount of the grant would be \$11,000.00.

Town Manager Appointments

Bicycle and Pedestrian Advisory Committee

Motion: by Selectman Dahlberg to approve the Town manager's appointment of Janice Ruell to the Bicycle and Pedestrian Advisory Committee for a term to end on June 30, 2013. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Town Manager Report, Continued

Mr. Cohen announced the transcript of the deposition for 9 North Rd. has been posted to the town's website. Mr. Cohen noted that on page 153 it shows that this land was not offered to the Town for free. Mr. Cohen has no intention of resigning his position.

BOS Meeting Minutes

Tri-Board Meeting Minutes-December 13, 2010

Motion: by Selectman Dahlberg to approve the Tri-Board Meeting Minutes of December 13, 2010 as presented. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Unscheduled Business

There was no unscheduled business discussed at this meeting.

Selectmen Referrals

Selectman Kurland:

Readers of the deposition were advised to notice how Counsel tries to put words in the mouth of the witness.

The Redistricting committee will meet with State Representatives on January 11, 2011.

Selectman Hanson:

Office hours at the Java Room will be held on Thursday, January 13, 2011 at 5PM.

Selectman Wojtas:

Dr. Dan Dubner was voted one of the best doctors in Boston.

Nick Imperillo was congratulated for becoming an Eagle Scout.

Winterfest will be held February 4-6, 2011. More information is available on the Library's website.

Selectman Dahlberg:

Matt Eagan was congratulated for becoming an Eagle Scout.

Chairman Dixon:

Senator Fargo's contact information was provided for Seniors interested in finding out more about the Circuit Breaker and Sewer Tax Credits. Selectman Wojtas noted a list of tax relief programs was included with the latest tax bills.

Press Questions

Rita Savard, Lowell Sun, asked if Atty. Hausler's estimate of \$75,000.00 in revenue was accurate. Mr. Cohen advised it was a good estimate. When asked how the Town would absorb such a loss, Mr. Cohen explained a way would be found, the primary concern in this case was public safety. Chairman Dixon advised that the issue would be resolved by the next regular meeting.

Executive Session

Executive Session was not needed this evening.

Motion: by Selectman Dahlberg to adjourn this meeting at 10:16PM. Seconded by Selectman Hanson.

Motion carries, unanimous.

Next Regular Meeting: January 24, 2011.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Proclamation-Chelmsford Land Conservation Trust
- List of Committee Vacancies
- Supporting documents for Madras Grill Entertainment License
- Application for One Day License for St. Vartanantz Church
- Supporting Documents for Library Trustee Appointment
- Supporting Documents for 27 Katrina Rd. Clean-up
- Supporting documents for Tango Grill Beer and Wine License transfer Application

- Nation Grid Conduit Petition
- Notice of Termination-Ferreira's Towing
- Information on MMA Resolutions for Transportation, Finance & Administration, Health Insurance Plan Design
- Memos dated 1/3/11 & 1/5/11 for Bid Awards
- Committee Application for BPAC
- Draft Meeting Minutes December 13, 2010



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
January 24, 2011

RECEIVED

2011 JAN 20 AM 9:41

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Recognition of Captain Dan Funaro, Firefighter Michael Chaisson, Firefighter Dan Corey, Firefighter Dan Manley & Firefighter Kevin O'Brien
- Chelmsford Alumni Association Hall of Fame Banquet
- Winterfest PR - Girl Scout Troop 215
- ATEF Grant Season Opens

Open Session

Committee Vacancies

Scheduled Business

One Day Beer & Wine License – Kathy Cryan-Hicks, Chelmsford Public Library Winterfest Event, 2/4/11

One Day Beer & Wine License – Still Water Winery, Agway Winter Farmers Market, 2/5/2011

One Day Beer & Wine License – Wendy Glick, CCA, 2/12/11

7:30 p.m. Continuation of Public Hearing - Tango Grill, Transfer of License

Revocation of Class II Auto Dealers License for Bosco Automotive Services
295 Littleton Road

Continued discussion regarding termination of Towing Contract

Town Manager Reports

- Adams Library – Marjorie Scaboria-Greenway Project and relocation of Dutton House
- Proposal for new Center Fire Station
- Proposal for Affordable Elderly Housing on Currie Property
- Draft Spring Annual Town Meeting Warrant
- Status of Liquor License for Country Club Too

Town Manager Appointments

- Deputy Constables

Meeting Minutes

- Regular Meeting Minutes – December 20, 2010

Unscheduled Business

Selectman Referrals

Press Questions

Executive Session

Next Regular Meeting: February 14, 2011

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
January 24, 2011**

Attending:

George Dixon, Jr., Chairman
Eric Dahlberg, Vice Chair
Jon Kurland, Selectman
Matt Hanson, Clerk
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:03PM.

Public Service Announcements

Recognition of Captain Dan Funaro, Firefighter Michael Chaisson, Firefighter Dan Corey, Firefighter Dan Manley & Firefighter Kevin O'Brien.

The proclamation was read by Selectman Dahlberg, which was accepted by Dan Funaro. A representative from the Bullard Save-A-Life Club presented plaques to the Firefighters, who were recognized for their efforts at a fire on Gay St., which occurred on December 30, 2009. Chelmsford fire Department is the 74th department to be inducted in this club. Chief Curran noted that certain calls are reviewed at the State level, and in this case, the honor was recommended.

Chelmsford Alumni Association Hall of Fame Banquet

George Simonian announced the Induction Ceremony would be held on March 26, 2011 in Nashua, NH. This year's inductees and their accomplishments were listed. The proclamation was read by Selectman Dahlberg, and accepted by Terry McSheehy of the Alumni Association.

Winterfest PR-Girl Scout Troop 215

Erin Sousa of GS Troop 215 announced they would be holding their Pink Ladies Malt Shop event at this year's Winterfest on February 5, 2011, from 11AM-2PM at the Central Baptist Church.

ATEF Grant Session Opens

Evelyn Thoren announced that applications for this year's grant season are available online. The deadline for applications is March 31, 2011. Residents were thanked for their donations.

Open Session

Chairman Dixon asked that comments regarding the proposals for the new fire headquarters be held until after the presentation on the matter.

Ed Nolet, 8 Newfield St. provided a letter to the Board, which was read into the record by Selectman Dahlberg. The letter references the prohibition of motorized vehicle use on Freeman Lake. There are snowmobile tracks all over the lake, and attendees of a fishing derby sponsored by the Elks on January 23, 2011 told him to get lost. Some of the tracks lead up to people's homes around the lake. Mass Fish

and Game told him the bylaw can only be enforced by the town police department. Mr. Cohen agreed to notify Chief Murphy of the situation.

Committee Vacancies

The list of openings was read by Selectman Dahlberg. Interested residents can apply online or through the Town Manager's office.

Scheduled Business

One Day Beer and Wine License-Kathy Cryan-Hicks, Chelmsford Public Library Winterfest Event, February 4, 2011

Becky Herrmann was present for the applicant. The event will be the kickoff for Winterfest and the One Book Chelmsford event. Participating restaurants and businesses were listed. TIPS certification is on file. The Board had no further questions.

Motion: by Selectman Dahlberg to approve a One Day Beer and Wine License to the Chelmsford Public Library for the hours of 6:00PM-11:00PM, on February 4, 2011, for the Chelmsford Winterfest Social to be held at the Chelmsford Public Library. Seconded by Selectman Hanson. **Motion carries, unanimous.**

One Day Beer and Wine License-Still River Winery, Agway Winter Farmers' Market February 5, 2011

Wade Holtzman was present for questions. Paperwork has been submitted for State approval. The Board had no further questions.

Motion: by Selectman Dahlberg to approve a License to Sell Wine to Still River winery at the Winter Farmers Market at Chelmsford Agway for the hours of 10AM-2PM on February 5, 2011 not to be consumed on the premises. Seconded by Selectman Hanson. **Motion carries, unanimous.**

One Day Beer and Wine License-Wendee Glick, CCA, February 12, 2011

Wendee Glick of Jazzy Plus Productions was present for questions. The event includes music, food and a show. The Board had no further questions.

Motion: by Selectman Dahlberg to approve a One Day Beer and Wine Beverages License to Jazzy Plus Productions for the hours of 6:00PM to 10:30PM, on February 12, 2011 at the Chelmsford Center for the Arts. Seconded by Selectman Hanson. **Motion carries, unanimous**

Continuation of Public Hearing-Tango Grill, Transfer of License

Atty. Douglas Deschenes spoke for the applicant, who responded to previous questions via a memo of January 19, 2011. A revised operating agreement was submitted, training certificates for Mr. Becker and the manager were provided, a Common Victualers application has been filed, and the address for Ms. McDaniel was corrected. The restaurant will have 34 seats. The Board had no further questions. No comments were received from the audience.

Motion: by Selectman Dahlberg to close the Public Hearing. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Motion: by Selectman Dahlberg to approve the transfer of the Beer and Wine Restaurant License from Tango Café, d/b/a Tango Grill Café & Restaurant, to Tango Grill Café, to be exercised on the premises at 12 Chelmsford St, with the following conditions: David C. Sain, Manager. Hours of Operation: 7:00AM-10:00PM weekdays, including Saturday, and 7:00AM-9:00PM on Sundays, with a seating capacity of 34.

Entertainment License to include radio and television. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Revocation of Class II Auto Dealers License for Bosco Automotive Services, 295 Littleton Rd.

Ted Boschetto, the proprietor, could not be present this evening. John Sousa provided background on the situation, and has met with Mr. Boschetto to try and resolve his tax balance. Mr. Sousa requested that this matter be continued to February 14, 2011. Frank Reen noted that the Personal Property List has not been returned by Mr. Boschetto since 2003.

Motion: by Selectman Dahlberg to continue the hearing for Bosco Automotive Services to February 14, 2011 at 7:30PM. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Continued discussion regarding termination of Towing Contract

Selectman Kurland read the legal opinion regarding the Town Manager's authority to terminate this contract, and felt the opinion had sound legal basis. The issue remained open to a public vote by the Board to clarify the Board's position. Selectman Hanson agreed. Selectman Wojtas agreed the Town Manager was within his rights to terminate the contract, and she wanted a vote to affirm his actions. Selectman Dahlberg had asked for more time to review documents, and agrees the Board should vote.

Motion: by Selectman Dahlberg to affirm the Town Manager's decision to terminate the Towing contract with Ferreira's Towing Co., and to award the remainder of the contract period to Christopher's Towing. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Town Manager Reports

Mr. Cohen gave a brief overview of several capital improvement projects proposed for the Library, the Fire Station, and for potential elderly housing on North Rd.

Adams Library-Marjorie Scoboria-Greenway Project and relocation of Dutton House

Maggie Marshall and Eric Johnson were present to describe proposed conceptual changes for improvements to the Library. The Dutton House does not serve the needs for the Library, and they would like to have the building removed from their parcel. Once the house is gone, they would create additional parking and an outdoor reading garden. Drainage enhancements were described, and the locations of amenities and a 2400SF utility building were shown. The goal is to make the library more pedestrian friendly, and to interconnect it with the Rail Trail and Bartlett Park. The Library was recently granted an inheritance from Marjorie Scoboria which would fund many of the improvements. They hope to have this project completed over the next year.

Proposal for New Center Fire Station

Pat Maloney-Permanent Building Committee and Jeff Alberti of Weston & Sampson gave a presentation for two potential solutions to the Center Fire Station issue. The existing lot is too small for what the department really needs. The proposed new station size is 19,489SF, and could be located at the corner of Wilson St. /Chelmsford St, or on a recently offered parcel located at North Rd/Crosby Lane. Conceptual floor plans for the building were shown, and construction and soft cost budgets for both locations were provided. Both proposals include costs for the demolition of the existing fire station to make room for the relocation of the Dutton House. Total costs for the North Rd site were \$9,599,329.00, and for the Wilson St. site \$9,128,329.00. Mr. Maloney noted he is still awaiting an appraisal for the land on North Rd. John Sousa came forward to provide information on debt projection for the next 12 years, if all of these proposals receive approval. Information on effects to tax bills was also provided, as the debt would be a 20 year bond issue. Because of the timing of various projects, debt service will remain stable for the next several years. Mr. Cohen foresaw some issues with the school infrastructure which would require some

investment, but no specific projects yet. Mr. Maloney is awaiting direction from the Board on site selection in order to provide more information for ballot and warrant articles. It is anticipated that the new Fire Station would be completed in the Fall of 2012. Mr. Maloney noted impacts and opportunities at both sites. The current station is open for people to view at any time.

Proposal for Affordable Elderly Housing on Currie Property

David Hedison provided a proposed photo of what the Dutton house would look like on the current Fire Station location on North Rd. If approved, the Chelmsford Housing Authority would renovate the interior of the building and move their administrative offices to it, freeing up eight units at McFarlin Manor to be used for elderly housing. If the land belonging to St. Mary's parish is purchased for the Fire Station, two existing buildings will need to be removed from the parcel. A parcel currently owned by Dr. Currie would be purchased, and the buildings could be moved to this parcel. The Housing Authority proposes to connect the two buildings and create 37 units of elderly housing, to help fill 128 applications waiting for elderly housing. A proposed photo was shown of what these buildings would like once relocated. Some funding would be received from the Community Preservation Fund for historic preservation and the creation of affordable housing.

Mr. Cohen noted that these proposals are being put forward to solve several issues the Town is facing, and to maintain the remaining character of the neighborhood on North Rd.

Audience comments:

Atty. Doug Hausler spoke on behalf of Ron and Marie Greenwood, 14 Crosby Lane requesting that abutters be made a part of this process as these changes will affect them directly. There is concern about the diminishment of property values due to a nearby 24 hour use. Atty. Hausler suggested zoning changes that could enhance the nearby property values. Atty. Hausler has represented Roger Currie in the past, and will be notifying him of tonight's discussion, as he believes Dr. Currie is not aware of any of these proposals. Mr. Cohen reminded Atty. Hausler that these are concepts, the Town is looking for feedback, and nothing has been decided at this time.

Peggy Dunn, Precinct 1, does not agree with Atty. Hausler's suggestion to change the zoning on North Rd. as she feels that too many spot zoning changes would not benefit this area.

Mary Slattery, 43 North Rd. advised she does support the Firefighters, but she would like compensation for the reduction of her property value if the station is approved to be moved closer to her home. She is very concerned about her investment in her property, and agrees with Atty. Hausler.

Tom Doyle, Crosby Lane felt the Wilson St. location was more economical, and a fire station would be detrimental to the RA zone that currently exists for the parcel on North Rd.

Selectman Dahlberg requested that all of the information presented this evening be made available on the Town's website. Selectman Kurland suggested that interested residents attend the Board's Public Input Session being held on February 7, 2011 at the Chelmsford Police Station. Mr. Cohen noted that there is no perfect solution, but something needs to be done about the fire station.

Draft Spring Annual Town Meeting Warrant

Mr. Cohen reviewed the current draft listing of proposed Warrant Articles for Spring Town Meeting. He is awaiting additional feedback, as the Warrant will be signed at the end of February.

Status of Liquor License for Country Club, Too

Mr. Cohen reported there is a potential sale of this business pending; more information should be available for the meeting on February 14, 2011.

Other Reports

A copy of Chapter 415, Underground Utility Statutes was provided to the Board.

Mr. Cohen thanked the DPW and other contractors for snow removal efforts, as more snow is coming. MEMA is reviewing costs incurred for snow removal for possible federal assistance regarding the 18" storm.

Town Manager Appointments Deputy Constables

Motion: by Selectman Dahlberg to approve the Town Manager's appointment of John J. MacGilvray, Thomas J. Buntel, Judith Goffin, Kiernan Lennon, Jean Blodgett, and John R. Pelletier as Deputy Constables for the year 2011. Seconded by Selectman Hanson. **Motion carries.**

BOS Meeting Minutes

Regular Meeting Minutes-December 20, 2010

Motion: by Selectman Dahlberg to approve the Regular Meeting Minutes of December 20, 2010 as presented. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Unscheduled Business

There was no unscheduled business discussed at this meeting.

Selectmen Referrals

Selectman Kurland:

Chelmsford was one of 10 communities recognized at the MIIA Conference luncheon for their insurance cost saving efforts.

The Permanent Building committee was thanked for its efforts and work.

Office hours at the Java Room will be held on February 5, 2011 at 9AM.

Selectman Hanson:

Information he received at the MMA Conference will be shared.

Office hours at the Java Room will be held on Thursday, January 27, 2011 at 5PM.

Selectman Wojtas:

Bob Greenwood was congratulated for his recognition by the Conservation Commission in the naming of a Wildlife Reservation for him.

Volunteers working on the Ice Rink were thanked for their efforts, and the rink is being used.

Topics were listed for the "Green and Clean" lecture series being held at the Library on January 26, 2011. There will be a three part program coming up on caring for aging parents.

Dan Kittredge will be speaking at Jones Farm on January 25, 2011 about the benefits of Nutrient rich Farming.

Selectman Dahlberg:
No Referrals.

Chairman Dixon:
Volunteers were again congratulated for their efforts on the Ice Rink.

The Firefighters were congratulated for their awards received this evening. A Medal of Valor was given to Firefighter O'Brien. This was the third Medal awarded in the State.

A new home for the Fire Station will be found soon.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Motion: by Selectman Dahlberg to adjourn this meeting at 10:05PM. Seconded by Selectman Hanson.
Motion carries, unanimous.

Next Regular Meeting: February 14, 2011.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Proclamation-Chelmsford Firefighters
- Proclamation-Chelmsford Hall of Fame Induction
- Winterfest 2011 Scheduled Events
- Chelmsford ATEF Spring funding Cycle Information
- List of Committee Vacancies
- Supporting documents for Chelmsford Public Library One Day License
- Application for One Day License for Still River Winery
- Supporting Documents for Wendee Glick One Day License
- Supporting Documents for Tango Grill License Transfer
- Supporting documents for Bosco Automotive License Revocation
- Supporting documents regarding Contract Termination
- Supporting documents for Permanent Building Committee presentation for North Rd. development
- Draft Spring town Meeting Warrant
- Memo regarding appointments of Deputy Constables
- Draft Meeting Minutes December 20, 2010



Office of the Board of Selectmen

50 Billerica Road
Chelmsford, MA 01824-2777

978.250.5201
Fax: 978.250.5252

AGENDA

Monday, January 31, 2010

7:00 P.M.

School Administrative Offices
230 North Road

- o Town Manager's Presentation of Fiscal Year 2012 Town Budget

RECEIVED
2011 JAN 27 PM 4:52
TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK



Office of the Board of Education

100-40000000
100-40000000

100-40000000
100-40000000

AGENDA

Monday, January 3, 2010

7:00 P.M.

School Administrative Officer
100 North Wood

100-40000000's presentation of fiscal year 2010 town budget

RECEIVED

JAN 04 2010

100-40000000
100-40000000

Town of Chelmsford
Board of Selectmen Minutes
230 North Rd., Conf. Room 1
Chelmsford, Ma 01824

**Tri-Board Regular Meeting MINUTES
January 31, 2011**

Board of Selectmen Attending:

George Dixon, Jr., Chairman
Eric Dahlberg, Vice Chair
Jon Kurland, Selectman
Matt Hanson, Clerk
Patricia Wojtas, Selectman

Paul Cohen, Town Manager
John Sousa, Town Treasurer
Darlene Lussier, Town Accountant

School Committee Attending:

Frank Tiano, Superintendent
Katherine Duffett, Chairman
Angelo Taranto
Nick DeSilvio

Janet Askenburg
Evelyn Thoren

Finance Committee Attending:

Roy Treible
David Turocy
Mary Frantz
Donald Van Dyne
Not Present: Dwight Hayward, Vincent Villano

Tim McIlvenna

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00PM.

Mr. Cohen advised that snow & ice expenditures and Public Safety overtime continue to be monitored. His proposed FY12 budget allows for level funded services, and meets State funding requirements for education and libraries. Governor Patrick released his state budget on January 26, 2011, Blue Cross announced their premium rate increase range will be from 6%-16.5%, the Middlesex Retirement Board announced their FY12 assessments on December 17, 2010, and motor vehicle excise tax bills were issued on January 25, 2011.

Ms. Lussier reported that revenues are still coming in where they should be, local meals taxes and hotel room taxes are coming in much higher than expected, permit fees are up 9.1%, and property tax collections remain solid. Investment income is down 52.1% due to lower interest rates. Year-to-Date Receipts through December 31, 2010 were also presented. Mr. Sousa explained that motor vehicle excise tax bills are slightly higher this year than last year. Year-to-Date Expenses were presented through January 31, 2011. Expenses are generally where they should be, with the exception of Police and Fire Overtime, unemployment benefit claims, legal expenses and Snow and Ice removal expenses. Snow & Ice Removal is the only category allowed to go into deficit status, and will require Board of Selectmen action.

Mr. Cohen presented 5 years of property tax data. Total new revenue for FY12 from property tax will be \$ 2,550,233.00. Compared to other cities and towns in the State, Chelmsford's rank has improved by 2 slots, from 67th to 69th, where 1 is the highest tax bill. State Aid data for the last six years was provided, and the overall change between FY11 and FY12 is a decrease of \$480,009.00, estimated at this time. Local Receipts are anticipated to increase by 3.32%, or \$269,250.00. Available Funds are expected to increase by about \$27,957.00. Increased permit activity tends to indicate that the economy is improving. Interest on investments is expected to increase, and the Chelmsford hotels are benefitting from the sale of the hotel in Lowell. Net new revenue for FY12 is expected to be \$2,367,431.00. FY12 expenditure increases are anticipated to be \$2,396,285.00. Funding for the Public Schools will increase, while student enrollment will decline by 109 students. Solid waste disposal costs are decreasing, however, collections costs are increasing. Other cost increases were seen for elderly nutrition, the library budget, retirement assessments, health insurance costs, and non-excluded debt costs. Mr. Cohen noted that General government aid over the last five years has been decreasing at roughly the same rate as Chapter 70 funding has been increasing. Staffing levels are 100 positions or 11% lower for FY12 than they were for FY07.

Mr. Tiano explained how the remaining stimulus funding that was saved from previous years will be used to help with FY 12's budget.

Mr. Cohen explained that the Finance Committee is working on its hearings, final health cost increases should be announced in February, the School committee is in the process of ratifying its contracts, and the Firefighters' contract is pending. The overall picture is showing signs of improvement.

Residents were encouraged to call with questions; attendees were thanked for coming. Chairman Dixon reminded the Boards of the Public Input Session being held on February 7, 2011 at 7PM at the Police Station.

The Board of Selectmen was required to vote on a record of Tax Taking.

Motion: by Selectman Dahlberg to vacate the judgment of tax taking as presented. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Motion: by Selectman Dahlberg to adjourn the meeting at 7:45PM. Seconded by Selectman Hanson. **Motion carries, unanimous.**

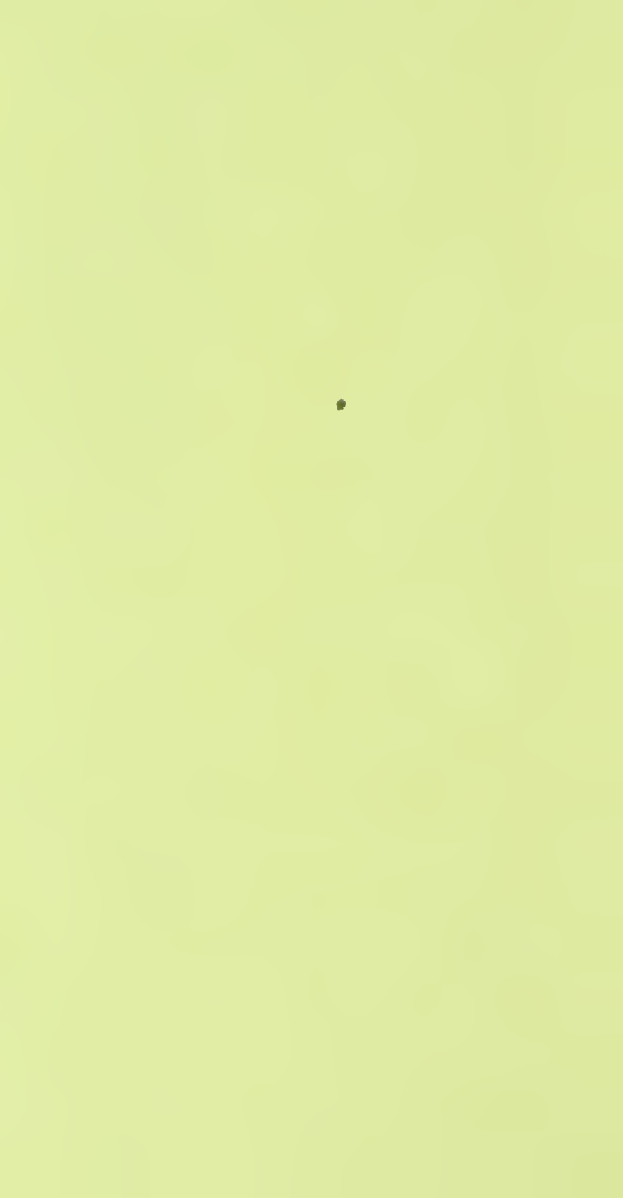
Respectfully submitted,

Vivian W. Merrill
Recording Secretary

List of Reference Documents:

-Presentation: Fiscal Year 2012 Operating Budget

FEB



Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Public

Input Session

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, February 7, 2011 Time: 7:00 pm

Location: Police Station Room Number: (603)

Name of Building

Street Address

Stephen H. Diney

Town Clerk's Signature

Clerk/Bd. Member & Date

Stephen H. Diney 1/18/11

RECEIVED

2011 JAN 13 PM 2:02

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, February 14, 2011 Time: 7:00 pm

Location: Town Administration Room Number: 201

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

11 JAN -7 AM 9:03

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, February 28, 2011

Time: 7:00 p.m.

Location: Town Office, 455

Room Number: 211

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 FEB -3 PM 3:23

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK



RECEIVED
CHELMSFORD BOARD OF SELECTMEN
PUBLIC INPUT SESSION
MEETING AGENDA
2011 FEB - 3 PM 3:21
February 7, 2011

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Police Station
2 Olde North Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Presentation on need for a new Center Fire Station

Public Input

Vote on location for proposed Center Fire Station

Adjournment

Next Regular Meeting: February 14, 2011

Town of Chelmsford
Board of Selectmen Minutes
2 Olde North Rd., Police Training Room
Chelmsford, Ma 01824

**Public Input Session MINUTES
February 7, 2011**

Attending:

George Dixon, Jr., Chairman
Eric Dahlberg, Vice Chair
Jon Kurland, Selectman
Matt Hanson, Clerk
Patricia Wojtas, Selectman

Paul Cohen, Town Manager
John Sousa, Town Treasurer

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00PM.

Mr. Cohen opened the session with a photo of the recently collapsed salt shed to show the effects of the weight of snow and why this building needs to be replaced. The Fire, Police and Emergency Management Departments were thanked for their efforts in response to roof/weight of snow issues in the Mobile Home Park. The school buildings' roofs are being monitored daily. No issues have been found to date, so schools will remain open at this time. DPW crews are working to push back snow and remove it where possible, as soon as practicable.

Pat Maloney, Permanent Building Committee, presented the same presentation for the proposed Fire Station that was given at the Board of Selectmen meeting of January 24, 2011. Current conditions, existing site evaluation and programming requirements were provided again. Generic floor plans and costs were provided for two potential locations on Wilson St. and Crosby Lane.

John Sousa reviewed how the project would be financed for both proposals, through debt service on a 20 year bond.

Audience Comments:

Thomas St. Germain asked Mr. Sousa to explain excluded debt. Elizabeth Twombly asked if excluded debt was factored into the 2 ½% that property taxes can be raised each year. Mr Sousa explained that excluded debt is not included in the specified 2 ½%, and is not permanent debt.

John Carson asked about total debt, and what interest rate is being paid currently. Mr Sousa noted the rate is approximately 4 ½%.

Deb Dery, Steadman St. questioned how much more growth the Town expected to see. Mr. Maloney explained that the Fire Department is working with reduced levels of manpower, and there is a possibility of this manpower being increased when financial times improve. Ms. Dery felt the Town needs to attract more families, to offset the effects of an aging population.

A resident of Sinai Circle felt the traffic is already heavy on Chelmsford St. at peak traffic times. Putting the station on Wilson St. would not be fair to elderly residents there. The softball fields are the last open space in that area, and there is a lot of foot traffic from the rail trail in this area. Mr. Cohen explained there are traffic issues at the existing and proposed locations.

Tom Fall, Town Meeting Representative, asked how this proposal fits in with the 2010 Master Plan, and suggested using the Stop and Shop Plaza that is being emptied. Mr. Cohen explained that Stop and Shop is planning improvements for their lot, and is not planning on leaving the site. Both proposals conform with the Master Plan and other studies that support a central location for the station based on effects to response times. Regarding Atty. Hausler's comments at the BOS meeting of January 24, 2011, Crosby Lane would not be re-zoned.

Art Carmen, Precinct 9, requested a breakdown for the \$650,000.00 land acquisition cost by St. Mary's Church. Mr. Maloney explained this was an estimate, and did not include acquisition costs for the Currie property. Mr. Carmen felt the church would want more money for this land. Mr. Maloney conceded that a private developer could offer them more. The proposal would no longer be feasible if the cost went over \$1 million. In regard to the Currie property, the Chelmsford Housing Authority would work out funding through the Community Preservation Committee. The presentation made to CPC received general positive support. Mr. Cohen explained that if the Town acquired the Currie property, the existing design restriction on it could be dissolved, as the Town holds the restriction. The property would be leased to the Chelmsford Housing Authority, as would the property on 7 North Rd. The buildings located on the St. Mary's property could be preserved or demolished. The Town's intent is to preserve the character of the neighborhood by moving the buildings. Regarding the softball fields on Wilson St., other existing field locations were looked at, but a softball field is not the same as a Little League field. Mr. Carmen advised that he supports the Wilson St. proposal due to the lower costs associated with it.

Tom Doyle felt the 9.6 million figure for the Crosby Lane proposal is too low and it does not include the cost of acquiring the Currie property. He suggested a better way to preserve the St. Mary's buildings was to buy the land and keep them there.

Clare Jeannotte, Precinct 7 felt the cost to relocate the softball fields seemed high. Mr. Maloney explained the estimated costs presented included 2 backstops, fencing, drainage systems and parking. The \$250,000.00 cost contingency estimates were to include soil testing and other unforeseen expenses. Many things presented to date are conceptual, and will be clarified once a site location has been determined.

Peggy Dunn, 2 Bridge St. asked if an emergency management area could be configured into the second floor of the station, citing past communication issues with past crisis situations. Ms. Dunn thought the Wilson St. location was too small for what was being proposed, and she asked if traffic patterns for the Crosby Lane proposal could be changed to minimize the effects to residents of Crosby Lane. Ms. Dunn explained she lives near the existing station, and hardly hears noise from the station.

Tom Christiano, 6 Drew Circle, stated he supported the need for a new station. Since Crosby Lane is currently zoned residential, could residents be compensated for impacts to their property. Mr. Cohen advised no process currently exists to address his question. Mr. Christiano also suggested taking the Stop and Shop parcel by eminent domain. Mr. Cohen explained the legal costs would be prohibitive, and there would still be traffic concerns, and the rest of the parcel would become unusable. Mr. Christiano felt that the cost of financing was reasonable, as it breaks down to just over \$1 dollar per week.

Bob Koshen asked if other stations would be closed because this one is so large, and when would the South Chelmsford Station be re-opened. Chief Curran listed all of the equipment that is currently being stored at the various locations, most of which would be stored in the new building. Mr. Cohen advised that the South Station would be re-opened as soon as the budget allowed it, perhaps in two years, as staffing needs require attention as well. Mr. Koshen questioned the necessity of the fire department responding to medical calls to doctor's offices and nursing homes. Chief Curran explained trained EMT's are needed for many of these calls.

Scott Davidson, Aberdeen Rd. noted that the Wilson St. location is 1.5 acres, and noted that the 2007 Study recommended a site of at least 2 acres. Mr. Maloney explained there are no 2 acre parcels available in the area needed for the new station. The two proposed locations are the biggest sites available at this time. Mr. Davidson advised he supports the Wilson St. proposal.

Mary Slattery, 43 North Rd., advised that she prefers the Wilson St. proposal, and she spoke with Dr. Currie in Florida, and he knows nothing of the plans to for his property.

Mercedes Camacho, 4 Crosby Lane, asked how the buildings would be moved, and would they be moved into a commercial zone.

John Carson, Precinct 6, agreed that a station is needed in the center, and that something needs to be done. Mr. Carson had no preference on which site is used, and felt bond and construction markets are favorable at this time. Mr. Carson requested that the tree and bench that his son's Boy Scout Troop installed remain.

Bill Griffin, Precinct 9, noted that issues with the existing station were discovered in 1987, and this project has been delayed repeatedly in favor of other projects. Chelmsford is not a small town anymore, and it is time to update and replace this building. Equipment is heavier and larger than it was 50 years ago, and custom equipment costs more to acquire and maintain.

Deb Dery, Steadman St., asked again how much more growth was anticipated for Chelmsford, citing increased traffic concerns. Mr. Cohen explained the population has be around 34,000 people for 30 years now, and there has always been a lot of traffic. Ms. Dery was opposed to the allowed expansion included in the proposed stations.

Jim Comeau, Precinct 4, supports the Wilson St. proposal, and allow the Chelmsford Housing Authority to address issues and proposals for North Rd.

Laurie Myers, Precinct 6, questioned current staffing levels, and was told that at present there are 9 personnel per shift, where there used to be 15. Ms. Myers questioned the need for such a large station, and was told that this building is comparable to what has been built in other communities. Mr. Maloney explained the proposal is designed to be pro-active for possible exposures over the next 50 years.

Tom St. Germain, Galloway Rd. supports the Wilson St. proposal, but would like the existing station to be sold as a commercial site.

Bill Griffin, Precinct 9, felt people are misunderstanding expansion to be something other than an enhancement to what you already have. The existing site and structure is too small.

Bill Dalton wished to clarify the expansion issue by stating the department needs a building that will fit the equipment they have. He supports the Wilson St. location.

Chairman Dixon thanked Mr. Maloney and all attendees. He hoped everyone could agree that a new station is needed, and requested that the Board make a Motion.

Motion: by Selectman Dahlberg that the Board of Selectmen authorize the placement of a question on the ballot for the April 5, 2011 Annual Town Election to obtain voter approval to exempt from the provisions of Proposition 2 ½, so-called, the amounts required to pay for bonds issued in order to fund the design and construction of a new Center Fire Station Headquarters facility on a portion of the 8.69 acre parcel of Town-owned land located at the corner of Wilson St. and Chelmsford St. identified as Lot 5 on Assessor's Map 73, Block 289, including related survey, legal and other costs incidental and related thereto. Seconded by Selectman Hanson. Discussion:

Selectman Kurland noted the 5 most common locations for fire department calls are McFarlin Manor, Rt. 3, Rt. 495, Summer St. and Chelmsford Crossing. Wilson St. is easier to access all of them except Rt. 495South. Regarding traffic, the proposed lights should not make the traffic worse than already exists. The costs of this site are less, and it is essentially shovel ready. He supports the plans to relocate the Dutton house and the softball fields.

Selectman Hanson agreed with the prior comments by Selectman Kurland, and heard lots of opposition to the North Rd./Crosby Lane location.

Selectman Dahlberg agrees with the Wilson St. proposal now even though he opposed it in 2009. It is cheaper and simpler, and he did not hear much opposition from the abutters.

Selectman Wojtas agreed the Wilson St. proposal has lower impacts and a quicker start time. Many great ideas were presented this evening and can be worked into the design.

Motion carries, Unanimous.

Motion: by Selectman Dahlberg to adjourn the Public Input Session at 9:54PM. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Respectfully submitted,

Vivian W. Merrill
Recording Secretary



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
February 14, 2011

RECEIVED

2011 FEB 10 PM 2:42

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- MIIA - Excellence in Loss Prevention Award

Open Session

Committee Vacancies

Scheduled Business

Change of Manager – Applebee's

One Day Beer & Wine License, Ruchika Arora, 3/19/2011

Status of Liquor License - Country Club Too

7:30 p.m. Public Hearing – Bosco Automotive Services, Suspension or Revocation of
Class II Auto Dealers License

Conservation Restriction Talbot Estates

Town Manager Reports

- Update on Fire Station Proposal
- Snow removal from sidewalks & fire hydrants
- Draft Spring Town Meeting Warrant
- Repair to Town Salt Shed
- Status of snow & ice budget and snow removal operations

Town Manager Appointments

- Deputy Constable

Meeting Minutes

- Regular Meeting Minutes – January 10, 2011

Unscheduled Business

Selectman Referrals

Press Questions

Executive Session

Next Regular Meeting: February 28, 2011

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
February 14, 2011**

Attending:

George Dixon, Jr., Chairman
Eric Dahlberg, Vice Chair
Jon Kurland, Selectman
Matt Hanson, Clerk
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

MIIA-Excellence in Loss Prevention Award

Mr. Cohen announced that the Town has received a credit of \$33,758.00 in premiums due to safety precautions and favorable loss experience. Chelmsford was one of 9 communities recognized by MIIA, out of 400 members.

Open Session

Jessie Davis, Chelmsford Women of Today announced their "Spare the Violence" Bowl-A-Thon being held from 1-3 PM on March 13, 2011 at the Brunswick Bowling Lanes. Registration is due by February 26, 2011.

Fiona Nagle, Glen Ave. informed the Board that her dog was bitten by one of two pit bulls that have recently moved into her condo complex. She has spoken with the condo association, and has a police report, vet bills and a signed petition from her building. The Animal Control Officer has also been contacted. Ms. Nagle asked the Board to consider asking the owner to muzzle his dogs, or to remove them from the condo development. Chairman Dixon advised the ACO would need to complete his investigation before her request could be considered.

Committee Vacancies

Selectman Dahlberg read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

Change of Manager-Applebee's

Atty. Joseph Devlin spoke on behalf of the applicant. TIPS certification is in the process of being approved.

Motion: by Selectman Dahlberg to approve a Change of Manager for Applebee's Restaurants North LLC from Paul C. Sullivan to Gayle Kiddy to be exercised on the premises at 50 Drum Hill Rd. Seconded by Selectman Hanson. **Motion carries, unanimous.**

One Day Beer and Wine License, Ruchika Arora, March 19, 2011

Ms. Arora was present for questions. The event is a dinner and dance for their Community Festival. John Haran is TIPS Certified.

Motion: by Selectman Dahlberg to approve a One Day Beer and Wine License to Ruchika Arora for March 19, 2011, at All Saints Episcopal church, for the hours of 6:30PM-10:00PM. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Status of Liquor License-Country Club Too

Mr. Cohen reported that representatives of the applicant could not be present this evening. The sale of the business is expected to close on March 29, 2011, at which time the license will be surrendered.

Public Hearing-Bosco Automotive Services, Suspension or Revocation of Class II Auto Dealers License

Mr. Cohen requested this hearing be continued to February 28, 2011 as the applicant could not be present at tonight's meeting. Mr. Sousa advised that the applicant has offered partial payment of his outstanding balance, which is about \$1100.00 in unpaid taxes on business personal property.

Motion: by Selectman Dahlberg to continue the hearing for Bosco Automotive Services to February 28, 2011 at 7:30PM. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Conservation Restriction-Talbot Estates

Jeff Ryder, Engineer for Cuoco & Cormier, Tewksbury, spoke on behalf of the applicant. The area concerning the restriction was shown on a diagram, and the document has been approved by the State and the local Conservation Commission, and reviewed by Town Counsel. David McLachlan of the Conservation Commission advised the applicant has been asked to install signage to indicate this area as restricted. Selectman Wojtas asked how the parcel could be accessed by the public.

Motion: by Selectman Dahlberg to approve the Conservation Restriction for Talbot Estates, as presented and approved by the State and the local Conservation Commission. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Town Manager Reports

Update on the Fire Station Proposal

Pat Maloney-Permanent Building Committee, Chief Curran, and Jeff Alberti of Weston & Sampson were present for tonight's presentation, which was to explain the cost and structural differences between Pelham, NH's proposal for their new fire station and the station proposed for Chelmsford. Construction costs for the police station and library extension were provided, and it was noted that the Town Offices building was constructed in 1916, and is still being used

today. The existing fire station was built in 1952, and was not designed to hold the larger and heavier equipment in use today. The new station will hold more equipment that is currently being stored at the other stations throughout the Town. The proposed Chelmsford station is designed to handle a wider variety of hazards than the Pelham station, and Mass. Prevailing wage laws, and bid requirements come at a higher cost than what is required in New Hampshire, and New Hampshire has less stringent energy codes. The Pelham design does not include additional traffic lights, parking or the relocation of the softball fields. Construction costs for stations built in Franklin, Grafton and Hudson were provided. Selectman Kurland voiced concerns about the Baraldi Building which would have been affected if the existing site was used.

Audience Comments:

Bob Joyce asked if plans from another recently constructed station could be used to save on architectural and engineering costs. Mr. Joyce feels the costs for relocating the softball fields should not be included in the total construction costs of the station. Mr. Cohen advised that State law would not allow the use of approved intellectual property in one Town for a different Town's project. Final numbers would be approved by Town Meeting. The goal of the analysis that was done was to include as many known costs associated with the project as possible. Mr. Maloney explained that each site has its own set of variables, which makes using "canned plans" difficult.

Bill Griffin, Precinct 9, encouraged residents to participate in this process, and find out how the needs of the fire department have expanded.

Selectman Dahlberg asked if the estimated difference in wages between the states of \$1 million was accurate. Mr. Maloney said he would not be surprised if the figures were accurate. Selectman Dahlberg asked what would happen if this proposal fails at the ballot. Mr. Cohen explained the process if the proposal passes, and if it fails, structural analysis will continue and a contingency plan will be developed for the existing structure.

Mr. Griffin reiterated his previous concerns regarding increased costs to the Town and Department from the Public Input Session of February 7, 2011.

Snow Removal from Sidewalks and Fire Hydrants

Mr. Cohen asked for the Board's input regarding whether the snow removal bylaw should be changed to require residents to clean the snow from their sidewalks and fire hydrants abutting their property. His office has received numerous complaints about the safety of people and school children walking in the streets because sidewalks are not cleared. The DPW is handling the clearing of sidewalks as soon as possible, giving priority to areas closest to schools, but cannot be everywhere at once. In some cases, it is three days before an area is cleared. The proposed bylaw change would impose a \$25.00/day fine to residents who do not clear sidewalks abutting their property within 24 hours from the end of a snowfall. Billerica, Dracut and Andover have similar bylaws. A list of suggested arterial and collector roads was provided for review. The change will require Town Meeting approval.

Draft Spring Town Meeting Warrant

Mr. Cohen reviewed the latest changes to articles being considered at this year's Spring Town Meeting.

Repair to Town Salt Shed

Mr. Cohen is still negotiating with the insurance company for repairs to the existing salt shed. The Town has a \$10,000.00 deductible, and the repairs are estimated to be around \$50,000.00.

Status of Snow & Ice Budget and Snow Removal Operations

A formal report will be provided at the meeting on February 28, 2011.

Regional Traffic Data Report

Traffic data is available on the NMCOG website.

Town Manager Appointments

Deputy Constable

Motion: by Selectman Dahlberg to approve the Town Manager's appointment of Kevin Whippen as Deputy Constable for the year 2011. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-January 10, 2011

Motion: by Selectman Dahlberg to approve the Regular Meeting Minutes of January 10, 2011 as presented. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Unscheduled Business

There was no unscheduled business discussed at this meeting.

Selectmen Referrals

Selectman Kurland:

Everyone involved with organizing Winterfest was thanked for their efforts. Selectman Kurland enjoyed several of the events.

Residents were wished a Happy Valentine's Day.

Selectman Hanson:

Office hours at the Java Room will be held on Thursday, 4- 5PM.

Selectman Wojtas:

The Library will hold a program for Caring for the Elderly on February 16, 2011, and a "Green Careers" program on February 23, 2011.

Mr. Cohen was asked for an update on the National Grid Surcharge process. Mr. Cohen hopes the public hearing on the matter is scheduled by March.

Selectman Dahlberg:

No Referrals.

Chairman Dixon:

The Permanent Building committee was thanked for their work regarding the Fire Station proposal, especially since they are also working through other large projects.

The Fire Department was thanked for their response to the snow/roof situation at the Mobile Home Park.

Press Questions

Krista Perry, Chelmsford Patch asked if the snow removal bylaw change would be discussed at this Spring's Town Meeting. Mr. Cohen explained that was the request for the Board at this time.

Executive Session

Executive Session was not needed this evening.

Motion: by Selectman Dahlberg to adjourn this meeting at 8:42PM. Seconded by Selectman Hanson.

Motion carries, unanimous.

Next Regular Meeting: February 28, 2011.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Press Release-MIIA Award
- List of Committee Vacancies
- Supporting documents for Applebee's Change of Manager
- Application for One Day License for Ruchika Arora
- Memo of January 25, 2011 regarding Country Club Too
- Supporting documents for Bosco Automotive License Revocation
- Supporting documents regarding Conservation Restriction for Talbot Estates
- Supporting documents for proposed bylaw for snow removal
- Draft Spring Town Meeting Warrant
- Memo regarding appointments of Deputy Constable
- Draft Meeting Minutes January 10, 2011



RECEIVED

CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

February 28, 2011

2011 FEB 24 PM 4:02

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Kathy Cryan-Hicks – Annual Volunteer Fair

Open Session

Committee Vacancies

Scheduled Business

One Day All Alcohol License - Saint John the Evangelist, 115 Middlesex St.,
Saturday, March 12

One Day Beer & Wine License – Saint Vartanantz

Change of Manager - Moonstones

Pat Maloney & Mike Curran – Fire Station Proposal Update

7:30 p.m. Public Hearing: Transfer of Vincenzo's All Alcoholic Restaurant License

7:35 p.m. Public Hearing: Class II Auto Dealers License – Philip S. Smith,
d.b.a. PS Car Sales - 103 Tyngsboro Road

Evan Belansky - Oak Hill MHP Presentation

Evan Belansky - ETA Town-wide expansion application

Town Manager Reports

- Statewide Emergency Management Mutual Aid
- Chelmsford Telemedia Agreement

Town Manager Bid Awards

- Stewart's Towing - Alternate Towing Provider

Town Manager Appointments

- Recycling Committee

Meeting Minutes

- Regular Meeting Minutes – January 24, 2011
- Tri-Board Meeting Minutes – January 31, 2011

RECEIVED

Unscheduled Business

- Sign Annual Town Meeting Warrant
- Letter to Billerica Conservation Commission regarding Aspen Apartments
- MPO – Metropolitan Planning Organization

2011 FEB 24 PM 4:02

TOWN OF WILMINGTON
ELIZABETH L. DELANEY
TOWN CLERK

Selectman Referrals

Press Questions

Executive Session

- Strategy with respect to collective bargaining

Next Regular Meeting: March 14, 2011

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
February 28, 2011**

Attending:

George Dixon, Jr., Chairman
Eric Dahlberg, Vice Chair
Jon Kurland, Selectman
Matt Hanson, Clerk
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:02 PM.

Public Service Announcements

Kathy Cryan-Hicks-Annual Volunteer Fair

Ms. Cryan-Hicks announced the annual Chelmsford Volunteer Fair was being held on March 12, 2011 at the Senior Center, from 10AM-noon. About 45 organizations attend the fair which attracts about 250 people. She also announced that on Friday, March 11, the lecture series will be Egypt 2.0, the New Version.

Open Session

Bob Joyce asked if he could comment on the Fire Station proposal after the presentation.

Andy Silinsh, Precinct 7 Town Meeting Rep asked if there was a scheduled completion date for when the utilities would be underground, and who the project manager was. Mr. Cohen advised that Jim Pearson was the Project Manager, and there would be an update regarding the project at a future meeting, along with a Public Hearing for National Grid regarding removing the utility surcharge.

Maria Karafelis, Precinct 2 asked if the sidewalk bylaw would be addressed tonight. Mr. Cohen explained the new Board would address this in April, and comments would be addressed at Town Meeting.

Committee Vacancies

Selectman Dahlberg read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office. Selectman Wojtas added that the appointment of the Nashoba Valley Technical School Committee representative would take place on March 28, so interested applicants should notify the Town Manager's office.

Scheduled Business

One Day all Alcohol License-St. John the Evangelist, 115 Middlesex St., Saturday, March 12

Jane Saki, 5 Jefferson Dr., Tyngsboro was present for questions regarding this St. Patrick's Day dinner and dance. TIPS Certification is on file.

Motion: by Selectman Dahlberg to approve a One Day All Alcoholic Beverages License for St. John the Evangelist Church for the hours of 6:00PM to 11:00PM on March 12, 2011 at 115 Middlesex St. Seconded by Selectman Hanson. **Motion carries, unanimous.**

One Day Beer and Wine License, St. Vartanantz

Aran Jeknavorian was present for questions. The event is a Mardi Gras Night with food and music. TIPS Certification is on file.

Motion: by Selectman Dahlberg to approve a One Day Beer and Wine License for Sts. Vartanantz Armenian Church for the hours of 5:30PM-10:30PM on Saturday, March 5, at 180 Old Westford Rd. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Change of Manager-Moonstones

Mr. Cohen reported that this application has been withdrawn.

Pat Maloney and Mike Curran-Fire Station Proposal Update

Mr. Maloney was asked to provide information on why the existing fire station site at 7 North Rd. is not a viable location for a new station. A diagram was shown to prove the building does not fit on the parcel. The Department would need to address additional costs of ongoing operations during construction, and the acquisition and removal of the Baraldi building next door. There would be no room for drive-through capability. Total construction and soft costs of using this site were \$9,781,087.00, which is more than the costs of the Wilson St. site of \$9,128,329.00. Mr. Maloney announced there would be a Public Input session held on March 10, 2011, at 7PM at the Police Station Community Room. There will be open house events at the Fire Station on March 5 and March 12, both from noon-4PM. Children are welcome at the open house events.

Selectman Kurland asked where operations would be relocated during construction. Mr. Maloney explained that the proposal was not taken out that far, as the initial analysis already showed the site was not a good option based on space and cost. It could have been possible to place temporary Quonset huts on the Wilson St. softball field. Selectman Kurland asked how long it could have taken to demo the existing station, acquire and move or demolish the Baraldi building. Mr. Maloney estimated that it would have added 4-6 months at a minimum, and the station would be down for 16-20 months.

Audience comments:

Bob Joyce, 103 Turnpike Rd. agreed the station is needed, and the Wilson St. location is good. He prefers to see the costs of relocating the softball fields taken out of the total cost of the project, as it is a separate issue. The traffic signal issue should be addressed with state aid, as Rt. 110 is a state road, and the cost of demolishing the existing fire station should be considered part of the Dutton House moving project, through which funding could be allocated from the town's Free Cash account. Mr. Joyce asked the Board

to separate these costs to give the project a better chance of passing. Mr. Cohen explained all aspects of the project were included to provide transparency into the process. Town Meeting will decide which costs to include in the borrowing. Mr. Maloney explained that not considering all aspects of the project hurts presentations for future projects. Selectman Kurland explained that a video tour was done, and can be seen on the Chelmsford Patch website, but to really appreciate the condition of the station requires seeing it in person.

Mr. Joyce asked if voters would be aware of the costs when voting on the project. Mr. Cohen explained that voters will vote on the project, and the cost would be addressed by Town Meeting action.

Maria Karafelis, Precinct 2 asked if a "not to exceed" amount could be put on the ballot. Mr. Cohen explained that the ballot language is controlled by statute, and does not allow for dollar amounts.

Public Hearing: Transfer of Vincenzo's All Alcoholic Restaurant License

Tim Sullivan, attorney for Ribois, LLC and Cathy Ribeck were present for questions. The assignment of the lease will happen at the closing. The restaurant will remain open during renovations. Mr. Sullivan is waiting for the ABCC regarding the transfer of the liquor license. Ms. Ribeck agreed to Selectman Wojtas' request to close the restaurant at 1AM instead of 2AM. There were no comments from the audience.

Motion: by Selectman Dahlberg to close the public hearing. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Motion: by Selectman Dahlberg to approve the transfer of Vincenzo's Restaurant All Alcoholic License to Ribois, LLC, d/b/a Vincenzo's, Manager Cathy Ribeck, to be exercised on the premises at 170 Concord Rd., hours of operation 11:00AM-1:00AM on weekdays and Saturday, and 12 noon to 1:00AM on Sundays. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Public Hearing: Class II Auto Dealers License-Phillip S. Smith d/b/a PS Car Sales-103 Tyngsboro Rd.

Bryan Milisi advised that the site plan for this proposed business requires Planning Board and Conservation Commission approval. The applicant is looking to see how the Board feels about granting the license before going to the other Boards, since if this Board will not approve the license, he will not pursue the other Boards. Selectman Wojtas asked about the status of Mr. Smith's Groton location. Mr. Smith explained he rents the space in Groton, and the parcel is in foreclosure, so he needs to move and he would like to come back to Chelmsford.

Audience Comments:

Sean Kelley, Nashoba HVAC 109 Tyngsboro Rd., questioned whether another car dealer was needed in this area, as there are four within a quarter mile already.

Maria Karafelis, Precinct 2, asked about traffic concerns. Selectman Hanson asked what was currently on the site, and was told there was a single family home, a trailer, and some outbuildings. The applicant wishes to keep the home, but all other structures would be removed. The proposed business would generate minimal traffic, as it involves only sales and storage, and no repairs. Selectman Kurland asked if vehicles could be parked toward the rear of the lot, and asked how many cars would be at the location. Mr. Milisi explained there would be 15 cars on average. Vehicles to be reconditioned would be in another

location. The parcel can accommodate 23 parking spaces. Landscaping would be addressed by the Planning Board.

Sean Kelley, 109 Tyngsboro Rd. explained the property is currently for sale, and he had put in a bid for it. Mr. Smith has a Purchase and Sale agreement pending, but he (Kelley) would like the land to expand his own property.

Motion: by Selectman Dahlberg to close the public hearing for 103 Tyngsboro Rd. Seconded by Selectman Hanson. Selectman Wojtas suggested waiting to hear what the other Boards do. Selectman Kurland had no problems with this proposal conceptually, and agreed with Selectman Wojtas. **Motion was withdrawn.**

Motion: by Selectman Dahlberg to continue the hearing for 103 Tyngsboro Rd. to May 9, 2011. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Selectmen Dahlberg and Dixon noted no issues with the proposal at this time.

Evan Belansky-Oak Hill MHP Presentation

Mr. Belansky explained the Town received a grant to determine if further feasibility studies are appropriate to create a mixture of housing and recreation space on this 66 acre town-owned parcel. The parcel is currently zoned heavy industrial. Katie Enwright of Hancock Associates explained the parcel has natural resource constraints due to the presence of wetlands on two sides, perennial streams, vernal pool habitats and Scotty Hollow Brook. It is all mature trees and trails presently. The Lowell Sportsmens Club abuts another side, and the Scotty Hollow condominiums abut another side along with the capped Swain Rd. landfill. Easements exist for abutters on Ledge Rd and this road would need to be reconfigured to gain access onto this parcel. To accommodate access from Swain Rd. would require modification of the landfill cap. All utilities would need upgrading, as they are not sufficient for any additional development. Any development would require work in buffer zones, replication, work on ledge, and Conservation Commission and DEP approvals. Items for further study would require additional grant funding and public hearings with abutters and concerned stakeholders.

Audience comments:

Pam Armstrong, Precinct 3 and Scotty Hollow Board member noted that previous studies were done on this parcel, and development was not pursued due to difficult access issues. Ms. Armstrong felt grant funding would be better served for investigating other parcels. Ms. Armstrong felt the Town has enough ball fields that are not being maintained and doesn't need any more. A nearby site was approved for a Billboard. The previous studies that were done should be reviewed before spending additional funds. Mr. Belansky noted that prior studies did not address engineering concerns and constraints.

Maria Karafelis, Precinct 2, questioned how much of this land was actually developable, and how many housing units would be proposed here. Mr. Belansky felt about 42 acres were usable for development. To meet 40B requirements, the town needs 400 units; however density is not a driving force behind this study. There is about 50,000 gallons available for sewer capacity, in which studies are being done under Chapter 43D funding.

Motion: by Selectman Dahlberg to authorize the Community Development Office to apply for a Mass. Housing Partnership Grant to study the Oak Hill parcel further. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Evan Belansky-ETA Town-wide Expansion Application

Mr. Belansky explained the existing Economic Target Area was established over a decade ago, and an expansion of this area would encourage redevelopment and growth of businesses, and would increase the Town's ability to attract more businesses. Obtaining a town-wide ETA designation would make Chelmsford independent of Lowell's ETA, as currently the ETA's in both communities are considered a single ETA, for Lowell.

Motion: by Selectman Dahlberg to authorize the Community Development Office to pursue Town-wide Economic Target Area approval. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Town Manager Reports

Statewide Emergency Management Mutual Aid

Mr. Cohen explained that mutual aid agreements have been in place for the police and fire departments since 1966. This new agreement provides that the responding town is responsible for their own equipment and manpower. Both chiefs support the agreement. Once the Board supports the agreement, it goes to the State for final approval.

Motion: by Selectman Dahlberg to authorize the Town Manager to approve the State-wide Public Safety Mutual Aid agreement as proposed under MGL c. 40, SS 4J. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Chelmsford Telemedia Agreement

Mr. Cohen asked the Board to review the new 5 year agreement for Chelmsford Telemedia for approval at the next meeting. The new contract recognizes both Verizon and Comcast as cable providers.

Other Reports

Mr. Cohen is continuing to work with residents of Williamsburg Condominiums regarding concerns on flooding.

The teachers have voted to ratify their collective bargaining agreement, and the Firefighters Union has also ratified their collective bargaining agreement.

Mr. Cohen noted that a number of Committees are looking at fundraising and donations of equipment. Donors would receive acknowledgement. Discussion of potential advertising on the town Website is also being considered. He is also considering soliciting local businesses to sponsor the proposed electronic voting system for Town Meeting.

The bid award for the town hall projects will be forthcoming.

An update for the Underground Utility Project will be presented at the March 28 meeting.

An Ambulance Contract extension proposal will be discussed at the next Board meeting. A discussion is pending regarding a lease-to-own program for additional solar panels on various town buildings.

An Energy Management Agreement has been submitted to the State, and is awaiting comments. Formal acceptance will require Town Meeting approval.

Town Manager Bid Awards

Stuart's Towing-Alternate Towing Provider

Motion: by Selectman Dahlberg to approve the Town Manager's appointment of Stuart's Automotive as the back-up towing provider for the remainder of the current Towing Contract. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Town Manager Appointments

Recycling Committee

Motion: by Selectman Dahlberg to approve the Town Manager's appointment of Santiago Rios to the Recycling Committee for a term to expire June 30, 2011. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-January 24, 2011

A note was made to change the date on the footer to January 24, 2011.

Motion: by Selectman Dahlberg to approve the Regular Meeting Minutes of January 24, 2011 as amended. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Tri-Board Meeting Minutes-January 31, 2011

Motion: by Selectman Dahlberg to approve the Tri-Board Meeting Minutes of January 31, 2011 as presented. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Unscheduled Business

Sign Annual Town Meeting Warrant

Motion: by Selectman Dahlberg to approve the Town Election and Spring 2011 Town Meeting Warrant as presented. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Letter to Billerica Conservation Commission regarding Aspen Apartments.

Selectman Kurland read the draft letter into the record, and requested the Board's comments.

Motion: by Selectman Dahlberg to authorize the Chairman to sign and send the letter to the Billerica Conservation Commission regarding the Aspen Apartments Development Proposal, as presented. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Metropolitan Planning Organization

Selectman Wojtas requested that Board members send their comments to her regarding the draft regional traffic improvement goals.

Selectmen Referrals

Selectman Kurland:

Office hours will be at the Java Room on March 5, 2011 starting at 9AM. He is looking for comments regarding the snow removal and Fire Station articles.

Selectman Hanson:

Office hours at the Java Room will be held on Thursday, 4- 5PM.

Selectman Wojtas:

Cori Atkins announced that she is in support of giving Towns and cities authority over health plan design. Efforts should be moving ahead.

There was discussion at the Boston MPO meeting about extending the Bruce Freeman Rail Trail to Boston.

A book is forthcoming on Chelmsford's history from 1910-1970. She is helping to proofread the book, which should be available by July.

Selectman Dahlberg:

There will be a public meeting regarding the work done by the Policy Sub-Committee in March.

The Board of Selectmen will have a team for the Bowl-A-Thon being sponsored by the Chelmsford Women of Today on March 13, 2011. Openings for teams are still available.

Chairman Dixon:

Representative Tom Golden attended a meeting held at the Senior Center regarding flooding concerns at Williamsburg Condominiums. The hope is to get federal and FEMA assistance, as ENEL is pursuing their proposal to change the dam on the Merrimack River. Mr. Cohen and the Town's engineers are working on addressing erosion and potential flooding concerns as well.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Dahlberg to enter into Executive Session at 9:45PM to discuss strategy with respect to collective bargaining, not to return to regular Session. Seconded by Selectman Hanson.

Roll Call Vote:

Selectman Kurland: Aye

Selectman Hanson: Aye

Selectman Dahlberg: Aye

Selectman Wojtas: Aye

Chairman Dixon: Aye

Next Regular Meeting: March 14, 2011.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Announcement for Annual Volunteer Fair
- List of Committee Vacancies
- Supporting documents for St. John the Evangelist One Day License Request
- Application for One Day License for Sts. Vartantz Church
- Change of Manager Request for Moonstone's Restaurant.
- Floor plans for Fire Station Proposal at 5-7 North Rd.
- Supporting documents regarding transfer of license for Vincenzo's Restaurant
- Supporting documents for Class II Auto Dealers License at 103 Tyngsboro Rd.
- Presentation for Oak Hill property
- Presentation of Town-wide Expansion of the Economic Target Area.
- Supporting Documents for Statewide Emergency Management Mutual Aid
- Draft Chelmsford Telemedia Agreement
- Memo of February 14, 2011 regarding Stuart's Automotive as back-up tow provider
- Application for Recycling Committee
- Draft Meeting Minutes January 24, 2011 and January 31, 2011
- Warrant for Annual Election and Spring Town Meeting
- Draft Regional Transportation Goals and Objectives for the Metropolitan Planning Organization

MAR

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday March 14 2011 Time: 7:00 pm

Location: Town Office

Room Number: 201

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 FEB -3 PM 3:23

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

BOS Policy Subcommittee

Date of Meeting:

Monday March 28 2011

Time: 6:00 PM

Location:

Town Office

Room Number:

204

Name of Building

50 Bulfinch Rd

Street Address

Stephen J. Dineen

Town Clerk's Signature

Clerk/Bd. Member & Date

Stephen J. Dineen 3/28/11

RECEIVED

2011 MAR 23 PM 4:48

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, March 18, 2011 Time: 7:00 pm

Location: Town Office

Room Number: 2011

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

Stephen H. Delaney

2/13/11

RECEIVED

2011 FEB -3 PM 3:23

**TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK**

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Joint w/
School

Comm Hx

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday March 18, 2011

Time:

7:30 pm

Location:

Town Offices

Room Number:

201

Name of Building

50 Billerica Rd.

Street Address

Stephen J. Delaney

Town Clerk's Signature

Clerk/Bd. Member & Date

1.1.11 2/18/11

RECEIVED

2011 FEB 25 PM 4:23

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Policy
Subcommittee

Name Of Department or Board: Board of Selectmen

Date of Meeting: Tuesday, March 15, 2011 Time: 6:00pm

Location: Town Office - 110 Room Number: 110

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 MAR -4 PM 3:26

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
March 14, 2011

RECEIVED

2011 MAR 10 PM 12:16

Town Offices
50 Billerica Rd.

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Chelmsford Scholarship Month

Open Session

Committee Vacancies

Scheduled Business

One day Beer & Wine License – Kathy Fahey, The Westford Education Foundation, St Vartanantz, April 9, 2011

Moonstones: Change of Manager

Town Manager Reports

- Sign Chelmsford Telemedia Agreement
- Ambulance Contract Extension

Town Manager Bid Awards

- Town Office Cleaning Services

Town Manager Appointments

- Animal Inspector
- Commission on Disabilities

Board of Selectmen Appointments

- Housing Advisory Committee

Meeting Minutes

- Regular Meeting Minutes – February 7, 2011
- Regular Meeting Minutes – February 14, 2011

Unscheduled Business

- Solarize Mass. Pilot
- Keno-to-Go – AMAL Fuel, 5 Drum Hill Rd

Selectman Referrals

Press Questions

Executive Session

- Strategies with respect to bargaining with Union and Non-Union Employees

Next Regular Meeting: March 28, 2011

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
March 14, 2011**

Attending:

George Dixon, Jr., Chairman
Eric Dahlberg, Vice Chair
Jon Kurland, Selectman
Matt Hanson, Clerk
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:02 PM.

**Public Service Announcements
Chelmsford Scholarship Month**

Neal Lerer, 4 Manahan St. thanked past contributors, explaining that \$1.2 million has been awarded in scholarships. The organizers of the Fund will hold their Dancing with the Stars event at the Princeton Station on April 29, 2011 at 7:30 PM. A proclamation was read by Selectman Dahlberg, and accepted by Mr. Lerer.

Open Session

Linda McLean, 10 Tanglewood Dr. asked to verify the Planning Board's actions regarding Verizon's intent to install a temporary tower on Loeki Rd. Mr. Cohen explained any appeal request would be heard by the Zoning Board of Appeals. Ms. McLean explained she is concerned about the length of time the temporary structure would be onsite, as the height of the structure should require more than Building Inspector approval. Mr. Cohen advised that the applicant will want to remove the temporary tower as soon as possible once the project is done, as it has a value and can be used for another project. Ms. McLean will contact the Community Development Office for more information.

Susan Gates, Trotting Rd. announced that a Japan Relief Fund has been established. Interested residents can call the Town Manager's office to obtain a collection jar or to drop off donations. Checks can be made payable to the Town, with "Japan Relief Fund" in the memo line.

Committee Vacancies

Selectman Dahlberg read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

One Day Beer and Wine License, Kathy Fahey, The Westford Education Foundation, Sts. Vartanantz Church, April 9, 2011

Jeannette Wilkinson was present for questions. TIPS Certification is on file.

Motion: by Selectman Dahlberg to approve a One Day All Alcoholic Beverages License for the Westford Education Foundation for the hours of 6:30PM-11:30PM, on April 9, 2011, at Sts. Vartanantz Armenian Church, 180 Old Westford Rd. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Change of Manager-Moonstones

Peggy McFarland was present for questions. She has worked at the restaurant since it opened, and she is TIPS certified.

Motion: by Selectman Dahlberg to approve a Change of Manager for KMP Restaurant Group d/b/a Moonstones, All Alcoholic License, from Steven Simone to Peggy McFarland, to be exercised on the premises at 185 Chelmsford St. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Town Manager Reports

Sign Chelmsford Telemedia Agreement

Mr. Cohen advised the current agreement expires March 31, 2011. The new contract recognizes both Verizon and Comcast as cable providers, and will expire in 2016.

Motion: by Selectman Dahlberg to approve the Memorandum of Understanding by and between The Town of Chelmsford and Chelmsford Telemedia Corporation effective March 14, 2011 to March 31, 2016. Seconded by Selectman Hanson. **Motion carries, unanimous.**

The signed document was accepted by Susan Gates.

Ambulance Contract Extension

Mr. Cohen explained the new three year contract extension will allow for increased payments in the amounts of \$68,400.00 for FY12, \$72,000.00 for FY13, and \$75,600.00 for FY14. Anti-kickback provisions of the Federal Social Security Act's health care program prohibit the competitive bidding of emergency ambulance service. The Fire and Police Chiefs support the extension. The Town is required to give 90 days notice for termination without cause, and 5 days with cause.

Motion: by Selectman Dahlberg to extend to 2014 the contract for Trinity Ambulance as Emergency Response Provider at an annual fee of \$68,400.00 for FY12, \$72,000.00 for FY13, and \$75,600.00 for FY14. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Other Reports

Additional Open Houses are scheduled at the Center Fire Station on March 26, 2011 from noon-4PM, and April 2, 2011 from noon to 4PM. Mr. Cohen provided information regarding property tax increase rates over the past five years for seven surrounding towns, and property value rates for the same towns for the same time period. Effect on future tax bills was explained, and the financing sequence including future projects over the next decade shows that rates will be relatively constant.

The Teachers' four year contract has been ratified, and includes a 5% wage increase over four years, with changes to the health insurance program. Agency fees were explained for non-union members who benefit from union negotiations, and are a common practice among other unions. The School Committee budget will meet contract obligations.

Town Manager Bid Awards

Town Office Cleaning Services

Seven bids were received; this new vendor will be evaluated after one year.

Motion: by Selectman Dahlberg to approve the Town Manager's bid award for Town Office Cleaning Services to M&M Cleaning Inc., 452 Pleasant St, Malden, MA for the amount of \$16,480.00. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Town Manager Appointments

Animal Inspector

Motion: by Selectman Dahlberg to approve the Town Manager's appointment of Erik Merrill as Animal Inspector for a term to expire April 30, 2012. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Commission on Disabilities

Motion: by Selectman Dahlberg to approve the Town Manager's appointment of Joseph G. O'Neill to the Commission on Disabilities for a term to expire June 30, 2011. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Board of Selectmen Appointments

Housing Advisory Committee

This appointment has been postponed for two weeks.

Meeting Minutes

Public Input Session Meeting Minutes-February 7, 2011

Motion: by Selectman Dahlberg to approve the Public Input Session Meeting Minutes of February 7, 2011. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Regular Meeting Minutes-February 14, 2011

Motion: by Selectman Dahlberg to approve the Regular Meeting Minutes of February 14, 2011 as presented. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Unscheduled Business

Solarize Mass. Pilot

Mr. Cohen explained all "green communities" in the State were asked for their interest in a pilot program that offers savings on installation costs for solar voltaic systems for businesses and residences. The deadline for the application to be considered in a lottery is March 30, 2011, and requires the Board's vote of support.

Motion: by Selectman Dahlberg to authorize the Town Manager to proceed with an application for the Solarize Mass. Pilot Program. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Keno-to-Go AMAL Fuel, 5 Drum Hill Rd.

No vote was needed for this application. The Board noted that previous objections to such licenses were not heeded by the State issuing authority.

Selectmen Referrals

Selectman Kurland:

The Bowl-a-thon sponsored by the Chelmsford Women of Today was successful and a lot of fun.

Residents were encouraged to attend the Open House events at the center Fire Station on March 26 and April 2, 2011.

Selectman Hanson:

Office hours at the Java Room will be held on Thursday, 4- 5PM.

The DPW project permits are pending before the Planning Board, and several Lowell General Hospital permits were approved by the same Board.

Selectman Wojtas:

March 16 is the last day to register to vote in the April Town election. The Town clerk's office will be open until 8PM that day.

The League of women voters is sponsoring a candidates night at the Police Station Community Room on March 21, 2011.

Mr. Cohen announced that FEMA is allowing 75% reimbursement for expenses relating to the snow storm of January 12, 2011. Receipts and records will be submitted.

Selectman Dahlberg:

Selectman Dahlberg submitted written testimony regarding health insurance reform bills pending before the legislature. The proposed measures were widely supported by the various speakers.

Chairman Dixon:

The Chelmsford Women of today were congratulated for their successful Bowl-A-Thon.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Dahlberg to enter into Executive Session at 8:02PM to discuss strategies with respect to bargaining with Union and Non-Union employees, not to return to regular session. Seconded by Selectman Hanson.

Roll Call Vote:

Selectman Kurland: Aye

Selectman Hanson: Aye

Selectman Dahlberg: Aye

Selectman Wojtas: Aye
Chairman Dixon: Aye

Next Regular Meeting: March 28, 2011.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Proclamation for Chelmsford Scholarship Month
- List of Committee Vacancies
- Application for One Day License for Sts. Vartanantz Church
- Change of Manager Request for Moonstone's Restaurant.
- MOU Chelmsford Telemedia Agreement
- Memo of March 10, 2011 regarding Ambulance contract Extension
- Memo of March 10, 2011 regarding Cleaning Services for Town Offices
- Nomination of Inspector of Animals
- Application for Commission on Disabilities
- Applications for Housing Advisory Committee
- Draft Meeting Minutes February 7, 2011 and February 14, 2011
- e-mail of March 2, 2011 regarding Solarize Mass Pilot Application
- Memo of March 3, 2011 regarding Keno-to-Go for AMAL Fuel



**CHELMSFORD BOARD OF SELECTMEN
POLICY SUB-COMMITTEE
MEETING AGENDA**

March 15, 2011

**RECEIVED
2011 MAR 14 PM 3:26
TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK**

**Town Offices
50 Billerica Rd.**

6:00 p.m. Call To Order

Discuss and approve all past meeting minutes

Discuss and approve final report to BOS

Next Steps?

Adjourn



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA

March 28, 2011

RECEIVED

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Appreciation Awards - Angie Taranto, Kathy Duffett, Dennis McHugh
- Chelmsford Stars Come 4th

Open Session

Committee Vacancies

Scheduled Business

P & S Auto Sales, 103 Tyngsboro Road - Class II Auto Dealers License

Permanent Building Committee - Bid Awards for Town Halls

Gary Persichetti - Solar Panels for 10 Municipal Buildings

7:30 p.m. Joint Meeting with School Committee - Nashoba Valley Regional School Committee appointment

Jim Pearson - Report on Underground Utility Project

7:40 p.m. Public Hearing – Suspension of National Grid Surcharge

Darlene Lussier – Financial Report on Sewer Construction Project

John Sousa – Report on Technology Task Force

Town Manager Reports

- 2010 Census Count
- Traffic Detour for Smith Street Reconstruction
- Crowd Manager for Night Clubs

Board of Selectmen Appointments

- Housing Advisory Committee

Meeting Minutes

- Regular Meeting Minutes – February 28, 2011

Unscheduled Business

- Keno License – Center Brickhouse Pizza
- Keno to Go – Sai Baba Market, 290 Littleton Road
- Report of Policy Sub-Committee

Selectman Referrals

Press Questions

Executive Session

Next Regular Meeting: April 11, 2011

RECEIVED
2011 MAR 24 PM 4:45
TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

RECEIVED
MAY 24 PM 4:45
TOWN OF
ELIZABETH
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MAY 24 1994

RECEIVED
MAY 24 1994
TOWN OF
ELIZABETH
NJ 07208

RECEIVED
MAY 24 1994
TOWN OF
ELIZABETH
NJ 07208

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

Regular Meeting MINUTES
March 28, 2011

Attending:

George Dixon, Jr., Chairman
Eric Dahlberg, Vice Chair
Jon Kurland, Selectman
Matt Hanson, Clerk
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:02 PM.

Public Service Announcements

Chelmsford Stars Come 4th

Trish Dzuris announced that auditions for this event will be on May 3, 7PM at the Senior Center, and the final concert event will be on May 10, 2011, 7PM at the Performing Arts Center.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Dahlberg read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

P&S Auto Sales, 103 Tyngsboro Rd., Class II Auto Dealers License

Phil Smith was present to request a temporary license now that he has purchased the property. His engineer is working with the other Boards regarding other aspects of the business which could take 3-5 months to resolve. Mr. Smith is not sure how much longer he will be allowed to stay at the Groton location he is renting which is in the process of foreclosure. He is requesting the temporary license with the understanding that no vehicles will be put on the property. The business is currently being run out of his home. Mr. Smith was aware he would need to come back before the Board before any vehicles are put on the property. The prior Public Hearing is still open.

Motion: by Selectman Dahlberg to approve a temporary Class II Auto Dealers License to PS Auto Sales, 103 Tyngsboro Rd., with the condition that there are no cars for sale on the lot and no storage of cars on the lot. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Permanent Building committee-Bid Awards for Town Halls

Discussion was tabled.

Gary Persichetti-Solar Panels for 10 Municipal Buildings

Mr. Persichetti has been working with DCS Energy and has been offered the installation of solar panels at the Town Offices, Police Station, 3 elementary schools, the former Westlands School, the Senior Center, West and North Fire Stations and the Chelmsford Country Club. The panels will take about 6 months to install, and the roofs of all the buildings will be inspected by an engineer prior to installation. Anticipated savings from the panels are expected to be about 3325.00/month in energy costs. At the end of the lease period, the Town can request the panels be removed at no charge, or the panels can be retained.

Motion: by Selectman Dahlberg to authorize the Town Manager to proceed with the contracts which will provide for the installation of photovoltaic solar panels at 10 municipal buildings. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Appreciation Awards-Angie Taranto, Kathy Duffett, Dennis McHugh

The Certificate of Appreciation for Dennis McHugh's service as Town Moderator was read by Selectman Dahlberg, and accepted by Mr. McHugh.

The Certificate of Appreciation for Kathy Duffett's service to the School Committee was read by Selectman Dahlberg and accepted by Mrs. Duffett.

The Certificate of Appreciation for Angelo Taranto's service to the School Committee was read by Selectman Dahlberg and accepted by Mr. Taranto.

Joint Meeting with the School Committee-Nashoba Valley Regional School Committee Appointment

Town Moderator Dennis McHugh called the joint meeting to order. School Committee Members Present: Kathy Duffett, Nick DeSilvio, Janet Askenburg, Angie Taranto. Evelyn Thoren was not present.

Motion: by Selectman Wojtas to waive the reading of the legal notice. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Motion: by Selectman Kurland to open nominations for School Committee Representative for the Nashoba Valley Regional School Committee. Seconded by Mr. DeSilvio. **Motion carries, unanimous.**

Motion: by Selectman Dixon to nominate Sam Poulten as Nashoba Valley Regional School Committee Representative. Seconded by Mr. Taranto. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to close nominations. Seconded by Selectman Dahlberg. **Motion carries, unanimous.**

Mr. McHugh requested a show of hands vote in support of Mr. Poulten's nomination. Vote was unanimous.

Mrs. Duffett requested a question period, even though Mr. Poulten was the only candidate.

Motion: by Mr. Taranto to adjourn the Joint Meeting of the Board of Selectmen and the Chelmsford School Committee. Seconded by Mrs. Duffett. **Motion carries, unanimous.**

Mr. Poulten offered to answer questions from the Boards. Selectman Kurland explained he has reservations about the stabilization fund request being heard at Spring Town Meeting. Selectman Kurland requested information on the school's policy regarding School Choice Funds and the fund established for out of district students from Ayer, specifically, how high the funds needed to be before they were capped, and at what point would participating Towns start seeing excess funds not used by the school returned to them. Mr. Poulten explained the formula used to determine what the towns contribute, how the excess and deficiency account operates and explained some funds are being returned to the towns. Mr. Poulten agreed to take this concern back to the Nashoba Board, and suggested that this be brought up during their 4 month budgeting process. Mr. Poulten asserted that current practices at the school meet state guidelines, and funds in certain accounts can only be used for certain things. Mrs. Duffett agreed that parameters need to be established for these accounts, or the warrant article could be perceived to be a way the school can collect funds without having to return money to the towns. Selectman Wojtas suggested that both school committees could consider meeting together more often to share ideas. Mr. Poulten agreed to bring this suggestion back to the Committee.

Jim Pearson-Report on Underground Utility Project

Mr. Pearson was present with Bob Cerchione, the Project Manager for National Grid. Mr. Pearson described the areas of work, and explained the design process is complete, and finalized restoration plans are pending. Bid proposals will be sent by the end of April, and they hope to have the bid awarded in May. Construction should occur from June 2011 to December 2013. Removal of above ground structures should begin in February 2014. Project costs and collected surcharge amounts were provided by each company's share. Future phases of the project have not been determined at this time. They do not anticipate any issues with ledge or water. Mr. Cerchione agreed to re-send the latest report to Mr. Cohen.

Public Hearing-Suspension of National Grid Surcharge

Mr. Cohen explained that sufficient surcharges have been collected from National Grid as allowed under Ch. 415 to complete the Underground Utility Project. Verizon balances are not sufficient; therefore the surcharge will remain on all of their landline accounts. Wireless accounts are not surcharged, as the legislation has not kept up with technology.

Audience comments:

Bob Joyce, 103 Turnpike Rd., asked if the surcharge could be reinstated at a future time. Mr. Cohen replied that it could be reinstated to pay for future phases of the project. Comcast has chosen not to implement a surcharge to date.

Motion: by Selectman Dahlberg to close the Public Hearing. Seconded by Selectman Hanson.
Motion carries, unanimous.

Motion: by Selectman Dahlberg to suspend the collection of surcharges by National Grid for customers in Chelmsford as allowed under Chapter 415 in the Acts of 2010. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Darlene Lussier-Financial Report on Sewer Construction Project

Ms. Lussier explained the construction phase of the sewer project is complete; testing of pump stations is ongoing, as-built drawings are forthcoming, and final pavement should be completed by the end of May. Loan amounts and expended amounts were provided for the Cambridge St. and Moore/Ledge Rd. phases of the project. Additional borrowing was approved at a Special Town Meeting in November 2010 and still needs to be done. Ms. Lussier will provide another update after paving starts. The project is expected to be completed by June 2011. Barry Balan explained that all residents should be able to tie-in to the sewer system within the next two months after final testing is done.

Ms. Lussier also reported that the snow/ice deficit is about \$111,000.00, and the town is pursuing FEMA reimbursement of 75% for expenses relating to the storm of January 12, 2011. Mr. Pearson thinks the amount will be in the range of \$150,000.00.

John Sousa-Report on Technology Task Force

Mr. Sousa introduced the members of the Task Force and explained their mission, what categories were looked at, suggested joint initiatives between Town Government and School Department, and a number of observations and recommendations. At present, 69.4% of existing school computers are 5 years or older. Thin clients are being utilized where appropriate, as allowed by the capital budget, which is approved by Town Meeting. The Town's capital plan will include common disaster recovery, internet firewall, wireless strategy, VOIP telephone planning, and replacing obsolete Library PC's. School projects include utilizing thin clients and white boards, PC sharing, VOIP Phones, High Traffic Area Labs, and an asset replacement strategy. Future strategic planning will be done through a different capital advisory committee.

Town Manager Reports

2010 Census Count

Mr. Cohen provided data regarding the recently completed US Census. Chelmsford's population decreased by .2%. Data was provided for ten other nearby communities, all of which experienced population increases. Regional housing unit changes data was provided through NMCOG, and racial demographics were also provided. There has been no significant traffic volume growth noted.

Traffic Detour for Smith St. Construction

Mr. Cohen explained this detour will become effective March 28-June 15, 2011. The detour will end sooner if construction is finished ahead of schedule. Residents will continue to have access to their homes during this time. Mr. Cohen agreed to look into how mail delivery and solid waste pick-up will be handled. The detour will be from North Rd. to Rainbow Ave. to Old Middlesex Turnpike to Pleasant St., then onto Smith St.

Crowd Manager for Night Clubs

Mr. Cohen provided information received from the ABCC regarding crowd control, which will become effective on June 1, 2011. This will affect Section 12 licensees that have an occupant load of 100 or more persons. Crowd managers must complete a training course, and the premises will be inspected by the ABCC. Failure to comply with the new regulations may result in loss of the alcoholic beverages license.

Board of Selectmen Appointments

Housing Advisory Committee

Motion: by Selectman Dahlberg to approve the appointment of John Edward to the Housing Advisory Committee for a term to expire April 30, 2013. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Motion: by Selectman Dahlberg to approve the appointment of Deborah Taverna to the Housing Advisory Committee for a term to expire April 30, 2012. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-February 28, 2011

Motion: by Selectman Dahlberg to approve the Regular Meeting Minutes of February 28, 2011 as presented. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Unscheduled Business

Keno License-Center Brickhouse Pizza

Keno-to-Go Sai Baba Market, 290 Littleton Rd.

No vote was needed for these applications. The Board noted no objections to the requests.

Report of Policy Sub-Committee

Selectman Dahlberg provided the final report of this committee for the Board's review. The report included background, process, meeting dates and agenda items, findings and recommendations. The recommendations were read into the record. The final report is a public document, and is available to all interested residents.

Selectmen Referrals

Selectman Kurland:

Best wishes were given to Selectman Dahlberg, as this will be his last meeting.

No promises were given at the latest legislative meeting attended regarding Chelmsford's legislative representation, other than Chelmsford will not be getting one representative. A future session is scheduled in June, to be held in Lawrence, Mass.

Office hours will be held on April 2, at the Java Room, starting at 9AM.

An Open House will be held at the Center Fire Station on April 2, from noon-4PM.

Selectman Hanson:

Selectman Dahlberg was thanked for his past service.

He echoed Selectman Kurland's comments on redistricting.

He noted the benefits of the Solar Panel project voted earlier in the meeting.

Office hours at the Java Room will be held on Thursday, March 31, from 4- 5PM.

Selectman Wojtas:

Congratulations were given to the High School Alumni Association's latest inductees.

The Library will hold a presentation on March 30 for the continuing caring for the elderly program.

On April 7, Charles Needles will discuss survival skills, and on April 8 there will be a poetry slam.

Selectman Wojtas read a Certificate of Appreciation for Selectman Dahlberg, which was accepted by Selectman Dahlberg.

Selectman Dahlberg:

Selectman Dahlberg thanked the Board for the recognition, and the voters for allowing him to serve, and felt he learned a lot from working with many other committees and people.

Selectman Dahlberg presented a plaque to Selectman Dixon for his tenure on the Board as Chairman.

Chairman Dixon:

Departing members of the Boards were thanked for their service.

Harry Ayotte has been ill, but was asking for a lot of people, and wishes them well.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: April 11, 2011.

Motion: by Selectman Dahlberg to adjourn this meeting at 9:16PM. Seconded by Selectman Hanson.

Motion carries, unanimous.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Chelmsford Stars Come 4th flyer
- List of Committee Vacancies
- Application for P&S Auto Sales

- Bid information on Town Halls Projects
- Certificates of Appreciation for departing members
- DCS Energy Solar Lease Contract Information
- Supporting documents for Nashoba Valley Regional School Committee Appointment
- Underground Utility Update information
- Sewer Construction Budget Update
- Presentation for the Information Technology Task Force
- Memo of March 24, 2011 regarding Smith St. closure
- ABCC Advisory regarding Crowd Control Manager requirements
- Housing Advisory Committee Applications
- Draft Meeting Minutes February 28, 2011
- Memos of March 4 & 21, 2011 regarding Keno and Keno-to-Go
- Final Report of the BOS Policy Sub-Committee

APR

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Recy Meeting

Name Of Department or Board: Board of Selectmen

Date of Meeting: Thursday April 7, 2011 Time: 6:00

Location: Town Office Room Number: 204

Name of Building

50 Bulfinch Rd

Street Address

Robert F. Delaney

February 23/11

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 FEB -3 PM 3:24

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, April 11, 2011

Time: 7:00 PM

Location: Town Office

Room Number: 201

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd./Member & Date

RECEIVED

2011 FEB -3 PM 3:24

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Ple-Town Meeting

Date of Meeting:

Wednesday, April 26, 2011

Time:

7:00 pm

Location:

Police Station

Name of Building

2 Olde North Rd

Room Number:

Street Address

Stephen H. Delaney

3/25/11

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 MAR 25 PM 4: 50

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, April 25, 2011 Time: 6:30 pm

Location: Amherst Center Room Number: _____

Name of Building

Street Address

75 Center St
Amherst, MA 01001
Stephen H. Delaney

Town Clerk's Signature

Clerk/Bd. Member & Date

3/25/11

RECEIVED

2011 MAR 25 PM 4:50

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Thursday, April 28, 2011

Time: 6:30 pm

Location: Senior Center

Name of Building

Room Number: _____

Street Address

Town Clerk's Signature Elizabeth Delaney

Clerk/Bd. Member & Date 4/28/11

RECEIVED

2011 APR 21 PM 3:14

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
April 7, 2011

RECEIVED

2011 MAR 29 PM 3: 14

TOWN OF CHELMSFORD
ELIZABETH J. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

6:00 p.m. Call to Order

 Election of Chairman

 Election of Vice Chairman

 Election of Clerk

CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
April 11, 2011

RECEIVED

2011 APR -7 PM 3:44

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Parade Committee – Lynn Marcella
- National Arbor Day Proclamation – April 29, 2011, Katherine Crawford

Open Session

Committee Vacancies

Scheduled Business

One Day All Alcoholic Beverages License 4/30/11 – Sts. Vartanantz .

7:30 p.m. Change of Location – The Wine Rack

7:40 p.m. Change of Officer / Director - Bertucci's

Town Manager Reports

- Chelmsford Land Conservation Trust - Preservation Restrictions, Sunny Meadow Farm and Pond Street

Town Manager Appointments

- Community Action Program Committee

Meeting Minutes

- Regular Meeting Minutes – Monday, March 14, 2011
- Regular Meeting Minutes – Monday, March 28, 2011

Unscheduled Business

- BOS Positions on Town Meeting Warrant Articles
- Fiscal year 2011 Financial Audit – implement contract
- Other Post Employment Benefits Audit
- BOS Meeting Schedule

Selectman Referrals

Press Questions

Executive Session

Next Regular Meeting: May 9, 2011

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
April 11, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:01 PM.

Public Service Announcements

Parade Committee-Lynn Marcella and Jeff Hardy

Ms. Marcella announced that this year's July 4th Parade would be held at 10AM on Monday, July 4, 2011. A summer banner was shown, and is available for \$500.00. Mr. Hardy explained that this year's parade route will be changed to end at the library. A raffle work session will be held on April 14, 2011 at 5PM at the Best Western Hotel. Ms. Marcella reminded residents that the audition for Stars come 4th will be May 3, 2011, 7PM at the Senior Center and the Concert will be May 10, 2011 at the Performing Arts Center. The Meat House is donating some funds to the Committee. Floats are being encouraged for this year's parade, and the Grand Marshals will be John and Linda Chemaly.

National Arbor Day Proclamation-April 29, 2011-Katherine Crawford

The Chelmsford Garden Club will have a small ceremony at the Garrison House on April 29, 2011 at 3:30PM following the planting of a Weeping Cherry Tree. A proclamation was read by Selectman Hanson, and accepted by Ms. Crawford.

Open Session

Cynthia McLain, Proctor Rd. requested submissions for a subject and location of a tree sculpture to be done in conjunction with other July 4th activities. Submissions are due May 1, 2011, and the applications can be attained through the Chelmsford Center for the Arts or the Bruce Freeman Rail Trail websites. Also, residents were reminded that volunteers are needed for the Town-wide Clean-up on April 23, 2011. Bags will be available at the Friends of the Bruce Freeman Rail Trail table at the event being held at Cushing Place.

Jim Pinder, 118 Robin Hill Rd. requested permission from the Board to participate in the discussion of the preservation restriction for Sunny Meadow Farm being heard later this evening. Chairman Dixon granted permission.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office. Selectman Wojtas added that more opportunities will become available in June.

Scheduled Business

One Day All Alcoholic Beverages License, April 30, 2011- Sts. Vartanantz Church

Carol Hildebrand was present for questions. A copy of TIPS Certification was given to the Board.

Motion: by Selectman Hanson to approve a One Day All Alcoholic Beverages License for Sts. Vartanantz Armenian Church for April 30, 2011 for the hours of 5:00PM-12:00AM at 180 Old Westford Rd. Seconded by Selectman Lane. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-March 14, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of March 14, 2011 as presented. Seconded by Selectman Lane. Selectman Lane abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes-March 28, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of March 28, 2011 as presented. Seconded by Selectman Lane. Selectman Lane abstained, all others in favor. **Motion carries, unanimous.**

BOS Meeting Schedule

The Board was provided a meeting schedule for the rest of 2011.

Fiscal Year 2011 Financial Audit-implement contract

Mr. Cohen explained 3 bids were received, and he generally supports changing firms over time as different firms notice different things which can be helpful for over-all management. The current auditor has been notified of this decision, and the replacement firm has experience with towns similar to Chelmsford.

Motion: by Selectman Hanson to approve the Town Manager's recommendation to award the bid for Town auditing services to Melanson Heath and Company of Andover, Ma in the amounts of \$42,00.00 for years 1 and 2, and \$43,000.00 for year 3 of the contract. Seconded by Selectman Lane. **Motion carries, unanimous.**

Other Post-Employment Benefits Audit

Mr. Cohen explained what this audit entails, and felt the recommended bidder has experience working with data from the Middlesex Retirement System which should enable them to provide audits in a timely manner.

Motion: by Selectman Hanson to approve the Town Manager's recommendation to award the bid for OPEB valuation for Chelmsford to SEGAL, 116 Huntington Ave, Boston, Ma not to exceed \$10,000.00. Seconded by Selectman Lane. **Motion carries, unanimous.**

Change of Location-Wine Rack

Atty. Angelique Eliopoulos spoke for the owner of the Wine Rack, explaining that his lease will not be renewed due to restrictions being dictated by the landlord that would severely limit his business and what he could sell. A new lease at Parlmont Plaza can be negotiated, which was the closest available location that the applicant could find to his current location. The hours of operation and inventory would remain the same, and the space is slightly larger than the prior location. The applicant felt an available space near Omega Pizza was too small. He tried to sell the business, but two buyers walked away after learning of the landlord's restrictions. Selectmen Lane and Kurland noted that two other liquor stores already serve the area near Parlmont Plaza. No comments were received by the audience.

Motion: by Selectman Hanson to continue the hearing for the Wine Rack to May 2, 2011, per Board policy. Seconded by Selectman Lane. **Motion carries, unanimous.**

Atty. Eliopoulos requested the continuance be continued to the night of Spring Town Meeting on April 25, 2011. Chairman Dixon explained the next televised meeting would be May 2, 2011.

Change of Officer/Director-Bertucci's

Mr. Cohen explained that this change affects the applicant's State license, and so the applicant does not need to be present. The Board had no questions regarding this change, and there were no comments from the audience.

Motion: by Selectman Hanson to close the Public Hearing. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve the new Officers/Directors for Bertucci's Restaurant Corp., to be exercised on the premises at 14 Littleton Rd. as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Reports

Chelmsford Land Conservation Trust-Preservation Restrictions, Sunny Meadow Farm and Pond Street

Mr. Cohen explained both documents were reviewed by CPC, Conservation Commission, himself and Town Counsel. Both documents will be held and enforced by the Chelmsford Land Conservation Trust. Both documents list allowed and prohibited uses of these sites. In regard to Mr. Pinder's concern regarding structures for retail sales on Sunny Meadow Farm, any proposals would require Planning Board site plan review, and Board of Selectmen approval. Selectman Lane asked if the restriction could be amended to limit the size of a structure and to limit it only to selling produce. Henry Parlee of the Agricultural Commission explained that bark mulch and some greenhouse sales are occurring on the property presently, and MGL Chapter 41A allows a percentage of produce can be sold on this type of property, which will be an attractive feature in the future. Mr. Pinder explained that traffic is already a concern on Robin Hill Rd. due to the recent 40B development and current farm activity, and prefers any structures be erected on the Rt. 27 side of the parcel. Selectmen Dixon and Wojtas did not support putting a size restriction

on any future building. Selectman Hanson felt the Town would have discretion at the time of a proposal.

Motion: by Selectman Hanson to approve the Agricultural Preservation Restriction for Sunny Meadow Farm, amended to keep future permanent structures for related retail sales to the Route 27 side of the parcel. Seconded by Selectman Lane. Selectman Lane opposed, all others in favor. **Motion carries.**

Mr. Lane opposed the motion as it did not limit the size of a future building.

The Conservation Restriction for Pond St. Beach area noted a parking area allowance for 40 cars, which is what exists presently.

Motion: by Selectman Hanson to approve the Conservation Restriction for the two Pond St. Beach area parcels as recorded in a deed with the Middlesex North Registry of Deeds Book 23008, Page 292, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Appointments **Community Action Program Committee**

Motion: by Selectman Hanson to approve the appointment of Adam Felzani to the Community Action Program Committee for a term to expire June 30, 2011. Seconded by Selectman Lane. **Motion carries, unanimous.**

Unscheduled Business **BOS Positions on Town Meeting Warrant Articles** Articles were taken out of order.

Glenn Kohl of the Agricultural Commission explained that Article 19, regarding the Right to Farm Bylaw's purpose has already been approved by the State and Federal law. Disclosure notifications will be published annually in a local newspaper and on the Town's website, and not through a real estate agent at the time of property sale. All fines have been removed from the document.

Audience comments:

Vivian Merrill, 23 Maple Rd. asked if the bylaw would protect residential farmers. Mr. Kohl explained the bylaw only provides zoning protection for commercial farmers. Mrs. Merrill asked if this bylaw has any effect on the regulations and provisions being discussed by the Board of Health. Mr. Kohl said there was no effect between the bylaw and the issues before the Board of Health.

Motion: by Selectman Hanson to recommend approval of Article 19, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Community Preservation Committee (CPC) Articles 21, 22, 23 and 24 were explained by Bob Morse, Chairman of the CPC. Article 21 seeks to appropriate FY 2012 Community Preservation Fund revenues into their appropriate accounts.

Motion: by Selectman Hanson to recommend approval of Article 21, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 22 is a request for CPC funding for repair and restoration of the Town Clock and the church steeple in which the clock is located at the First Parish Unitarian Church. Article 23 is a request for CPC funding to the First Parish Unitarian Church for the repair and restoration of the church steeple, parapets, clock tower and adjacent roof area. Mr. Morse explained that historically the church worked very closely with the town, as in the beginning, the pastor was paid by the Town. The articles are divided by what is Town owned property and what is Church owned property, and the scope of work was outlined. The Church is contributing \$45,000.00 toward the total project. Mr. Morse explained both articles are tied together, and the Church could be seen as an integral part of the Town Center. Selectman Kurland noted that the only money the town has set aside for this church is for paying someone to wind the clock. Income from the two cell phone towers is split between maintenance for the church and public outreach. Selectman Lane noted that residential property taxes are not impacted if both articles are approved. Selectman Kurland noted that he did recommend sending the article to Town Meeting at a CPC meeting, and had concerns that this would set a precedent for other churches that are also historic, but privately owned, therefore he feels the church's investment in the project should be greater. Selectmen Kurland and Dixon agreed to vote against this article. Selectman Lane noted that other privately held churches do not have Town property in them, and that historic preservation projects like this is why CPC was created.

Motion: by Selectman Hanson to recommend approval of Article 22, as presented. Seconded by Selectman Lane. Selectmen Hanson, Wojtas and Lane in favor, Selectmen Dixon and Kurland opposed. **Motion carries.**

Motion: by Selectman Hanson to recommend approval of Article 23 as presented. Seconded by Selectman Lane. **Motion fails, unanimous.**

Motion amended:

Motion: by Selectman Hanson to recommend against Article 23, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 24 is regarding invasive weed treatment at Heart Pond. The pond had previously been treated for this weed, but it is coming back. The difference this time is that the Town now owns the beach. Mr. Cohen noted the request could have been made directly to the Town, however, there is no room in the capital budget for it.

Motion: by Selectman Hanson to recommend approval of Article 24, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

A vote on Article 1 is not required, as it is the hearing of reports. A vote for Article 2, the budget amendments will be done at the Board's meeting prior to Town Meeting.

Motion: by Selectman Hanson to recommend approval of Article 3, FY12 Operating Budget, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 4 is a request to establish a Stabilization Fund for Nashoba Valley Technical High School. Westford Town Meeting voted to support this request. It did not appear on Littleton's warrant for their Town Meeting, and the other four participating towns have not rendered a decision yet. The Board agreed with Selectman Kurland's concerns which were raised at a prior meeting.

Motion: by Selectman Hanson to recommend against Article 4, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 5, FY12 Sewer Enterprise Fund, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 6, Reserve Fund, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 7, Revolving Funds, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 8, FY12 Capital Budget, as presented. Seconded by Selectman Lane. Selectman Wojtas opposed, all others in favor. **Motion carries.**

Selectman Wojtas explained she was opposed to article as presented, as two capital projects were approved at last Fall's Town Meeting, and she felt this capital plan should therefore be reduced.

Motion: by Selectman Hanson to recommend approval of Article 9, Replacement of Fire Department's "Jaws of Life", as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Mr. Cohen explained that DOR rules dictate funding set aside for this and the monies must be spent prior to July 1, 2011.

Article 10, New Center Fire Station has been withdrawn.

Article 11 to allow DPW to include construction to house Sewer operations is being heard now so that the operation can be moved prior to the expiration of the lease being held at the current Kidder Rd. location.

Motion: by Selectman Hanson to recommend approval of Article 11, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 12, Transfer of funds from sale of graves and lots for Cemetery Improvement Development Fund, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

No vote was needed yet on Article 13, as not all contracts have been completed yet.

Motion: by Selectman Hanson to recommend approval of Article 14, MGL C53, S9A provisions with respect to nomination papers, as presented. Seconded by Selectman Lane. Selectman Wojtas opposed, all others in favor. **Motion carries.**

Selectman Wojtas did not agree with the section which requires an earlier deadline for obtaining nomination papers.

Motion: by Selectman Hanson to recommend approval of Article 15, Amend the Town Charter as it relates to the recall of elected officers, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 16, amending the town Bylaw to allow an Electronic Tally System, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Mr. Cohen noted that the Town of Wayland has recently used a trial version of this system, and it went well.

Motion: by Selectman Hanson to recommend approval of Article 17, Transfer of Town Owned parcels to the Conservation Commission, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 18, Transfer of a Town-owned parcel of land off of Lexington St. to the Cemetery Commission, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 20, Sidewalk Bylaw, was withdrawn.

Motion: by Selectman Hanson to recommend approval of Article 25, Street Acceptance of Clara Way, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Selectmen Referrals

Selectman Kurland:

Office hours will be held on May 7, at the Java Room, starting at 9AM.

Selectman Kurland attended the Eagle Scout court of honor for Josh Martin. Congratulations to Mr. Martin.

The recent fundraising event held at the Senior Center by Boy Scout Troop 77 raised \$5,000.00 for the food pantry.

Selectman Lane:

Residents were reminded that volunteers are wanted for the Town-wide clean-up event being held on April 23, 2011.

A medication disposal event is being held at the Police Station on April 30, 2011, 10AM-2PM.

Weston Nurseries is holding their Grand Opening on April 30 and May 1, 2011 from 10AM-4PM.

Congratulations were given to Marie Gleason-Tada, a Parker Middle School teacher for receiving the Albert Einstein Distinguished Educator Fellowship award.

Selectman Wojtas:

The Chelmsford Police Department is holding an Open House event on April 23, 2011, 9AM-2PM, to include free vehicle VIN window etching.

Modifications to the Board's Policy document will be forwarded to the Board for review.

The Library will hold a National Library Snapshot Day on April 13, 2011.

Selectman Hanson:

Office hours will be held at the Java Room on Thursday, April 14, 2011 from 4-5PM.

Chairman Dixon:

Thanks were given to everyone who helped organize the "Blue Mass" held at St. John's Church.

Harry Ayotte passed away recently, and will be missed. Mr. Ayotte did a lot for the Town.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: May 2, 2011.

Motion: by Selectman Hanson to adjourn this meeting at 10:16PM. Seconded by Selectman Lane.

Motion carries, unanimous.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Arbor Day Proclamation
- List of Committee Vacancies
- Sts. Vartanantz One Day License Application
- Draft Regular Meeting Minutes-March 14, 2011
- Draft Regular Meeting Minutes-March 28, 2011
- Auditing Services Quote Comparison
- OPEB Valuation estimate
- Application for Wine Rack
- Change of Director Application-Bertucci's
- Agricultural Preservation Restriction for Sunny Meadow Farm
- Conservation Restriction for Pond St.
- Application for Community Action Program Committee
- Information on Town Meeting CPC Warrant Articles

- Spring Town Meeting Warrant Article Summary
- Finance Committee Report, recommendations and Copy of the Warrant
- BOS Proposed Meeting Schedule-Balance 2011

Special Training Program: Working with the Community
To meet the needs of the community, the program will focus on the following areas:

1. Community Assessment: The program will conduct a thorough assessment of the community's needs and resources.

2. Program Development: The program will develop a comprehensive plan of action to address the community's needs.

3. Implementation: The program will implement the plan of action, working closely with the community to ensure its success.

4. Evaluation: The program will evaluate its progress and impact, making adjustments as needed to ensure it remains effective.

5. Reporting: The program will provide regular reports to the community and the funding agency, detailing its activities and results.

6. Sustainability: The program will work to ensure its long-term sustainability, building on the community's resources and capacity.

7. Collaboration: The program will collaborate with other organizations and agencies to leverage resources and achieve its goals.

8. Transparency: The program will maintain transparency in its operations, ensuring that the community and the funding agency are kept informed of its progress.

9. Accountability: The program will be held accountable for its actions and results, ensuring that it meets its obligations to the community and the funding agency.

10. Innovation: The program will seek out innovative solutions to the community's needs, ensuring that it remains relevant and effective.

11. Flexibility: The program will be flexible in its approach, adapting to the changing needs of the community and the funding agency.

12. Communication: The program will maintain open communication with the community and the funding agency, ensuring that they are kept informed of its progress.

13. Monitoring: The program will monitor its progress and impact, making adjustments as needed to ensure it remains effective.

14. Reporting: The program will provide regular reports to the community and the funding agency, detailing its activities and results.

15. Sustainability: The program will work to ensure its long-term sustainability, building on the community's resources and capacity.

16. Collaboration: The program will collaborate with other organizations and agencies to leverage resources and achieve its goals.

17. Transparency: The program will maintain transparency in its operations, ensuring that the community and the funding agency are kept informed of its progress.

18. Accountability: The program will be held accountable for its actions and results, ensuring that it meets its obligations to the community and the funding agency.

19. Innovation: The program will seek out innovative solutions to the community's needs, ensuring that it remains relevant and effective.



CHELMSFORD BOARD OF SELECTMEN
WORK SESSION AGENDA
April 25, 2011

Senior Center
75 Groton Road

6:30 p.m. Call to Order

- o One Day Beer & Wine License – Saint Mary Parish, May 7,
7:00 – 10:00 p.m.
- o Vote on Town Meeting Warrant Articles
- o Executive Session – Strategy with respect to Litigation

RECEIVED
2011 APR 21 PM 3:15
TOWN OF CHELMSFORD
ELIZABETH L. DEANE
TOWN CLERK

CONFIDENTIAL
WORKS CHARTER
April 2011

RECEIVED
APR 21 4 41 PM '11

CONFIDENTIAL
WORKS CHARTER
April 2011

Town of Chelmsford
Board of Selectmen-Work Session Minutes
75 Groton Road, First Floor Meeting Room
N. Chelmsford, Ma 01863

Work Session Meeting MINUTES
April 25, 2011

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these Work Session minutes were distributed to each board member at the meeting and are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass.

6:30PM call to order

One-day beer & wine license for Saint Mary's Parish, May 7, 2011 from 7:00 – 10:00PM
Selectman Hanson Motion to Approve. Second- Selectman Lane
Vote: Unanimous

The Board voted on Town Meeting Warrant Articles:

Selectman Hanson made a motion to recommend approval of Article 2. Second by Selectman Lane
Vote: Unanimous

Selectman Hanson made a motion to recommend approval of Article 13. Second by Selectman Lane
Vote: Unanimous

Selectman Hanson made a motion to recommend against approval of Article 23, Second by Selectman Wojtas

Vote:

Aye- Selectman Hanson, Selectman Dixon, and Selectman Wojtas

No- Selectmen Kurland, Selectman Lane.

Adjournment:

There being no further business to come before the Board and on a motion duly made by Selectman Hanson, seconded by Selectman Lane, the board unanimously voted to adjourn the meeting at 7:15PM.

List of Reference Documents:

One-day beer and wine license application for St. Mary's Parish



CHELMSFORD BOARD OF SELECTMEN
WORK SESSION AGENDA
April 28, 2011

Senior Center
75 Groton Road

6:30 p.m. Call to Order

- o Vote on Town Meeting Warrant Articles
- o Executive Session – Litigation Update

RECEIVED
2011 APR 21 PM 3:15
TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

RECEIVED
MAY 22 1964
FBI - NEW YORK

TO DIRECTOR
FROM NEW YORK

SUBJECT: [Illegible]

RE: [Illegible]

501-1051 64 3 12

RECEIVED

Town of Chelmsford
Board of Selectmen-Executive Session Minutes
75 Groton Road, First Floor Meeting Room
N. Chelmsford, Ma 01863

Executive Session Meeting MINUTES
April 28, 2011

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager
John Giorgio, Attorney-Kopelman & Paige

Please note that all documents referenced in these Executive Session minutes were distributed electronically to each board member prior to the meeting and are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass.

The Chelmsford Board of Selectmen met in Executive Session on Thursday April 28th 2011 at the Chelmsford Senior Center in the first floor meeting room, 75 Groton Road, N. Chelmsford, MA. 01863. A quorum having been determined, Chairman Dixon called the meeting to order at 6:30PM. A motion was made by Selectman Hanson to enter into Executive Session and seconded by Selectmen Lane. A roll call vote was held Kurland-aye, Lane-aye, Hanson-aye, Dixon-aye, Wojtas-aye.

Litigation Matters

Attorney John Giorgio provided the Town of Chelmsford Litigation Status Report with regards to matters pending with Town Counsel Kopelman and Paige, P.C. Attorney Giorgio's status update covered ongoing General, Labor, Land Use Litigation and cases closed in 2010.

Adjournment:

There being no further business to come before the Board for the purposes of Executive Session, and on a motion duly made by Selectman Hanson, seconded by Selectman Lane a roll call vote was held to adjourn the meeting Kurland-aye, Lane-aye, Hanson-aye, Dixon-aye, Wojtas-aye.

Meeting was adjourned at 7:15PM.

Respectfully Submitted,

Jim Lane,
Clerk

List of Reference Documents:

Town of Chelmsford Litigation Status Report provided by Kopelman and Paige, P.C.

MAY

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, May 2, 2011

Time:

7:00 PM

Location:

Town Office

Room Number:

204

Name of Building

50 Butler Rd

Street Address

Stephen H. Delaney

J. Delaney 11/28/11

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 APR 28 PM 2:04

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, May 9, 2011

Time:

7:00 pm

Location:

Town Office

Name of Building

Room Number:

201

Street Address

Stephen H. Diney

4/29/11

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 MAY -2 AM 9: 54

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, May 23, 2011 Time: 7:00

Location: Town Office Room Number: 204

Name of Building

Street Address

Stephen H. Diney

Telephone 515111

Town Clerk's Signature

Clerk/Bd. Member & Date





CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
May 2, 2011

Town Offices
50 Billerica Rd.

RECEIVED
2011 APR 28 PM 2:05
TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Tricia Dzuris - Chelmsford Star's Come 4th Auditions and Final Event
- Vivian Merrill - Chelmsford Dog Association Flea Market

Open Session

Committee Vacancies

Scheduled Business

Permanent Building Committee – Bid Awards:
Byam School Roof, High School Windows

7:30 p.m. Continuation of Public Hearing: Class II Auto Dealers License – Philip S. Smith, d.b.a. PS Car Sales - 103 Tyngsboro Road

7:35 p.m. Continuation of Public Hearing: The Wine Rack, Change of Location

Meeting Minutes

- Regular Meeting Minutes – April 11, 2011

Unscheduled Business

- BOS Representative to NMCOG
- BOS Liaison Assignments

Selectman Referrals

Press Questions

Executive Session

Next Regular Meeting: May 23, 2011

CANCELED
DUE TO
TOWN
MEETING



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
May 9, 2011

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Tricia Dzuris - Chelmsford Star's Come 4th Auditions and Final Event
- Vivian Merrill - Chelmsford Dog Association Flea Market

Open Session

Committee Vacancies

Scheduled Business

Permanent Building Committee – Bid Awards:
Byam School Roof, High School Windows

7:30 p.m. Continuation of Public Hearing: Class II Auto Dealers License – Philip S. Smith, d.b.a. PS Car Sales - 103 Tyngsboro Road

Town Manager Reports

-

Meeting Minutes

- Regular Meeting Minutes – April 11, 2011

Unscheduled Business

- BOS Representative to NMCOG
- BOS Liaison Assignments
- Town Meeting Follow up
 - Filing of Home Rule Petition
 - BOS Liaison - First Parish Clock Project

Selectman Referrals

Press Questions

Executive Session

Next Regular Meeting: May 23, 2011

TOWN OF CHELMSFORD
ELIZABETH DELANEY
TOWN CLERK

2011 MAY -5 AM 9:50

RECEIVED

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

RECEIVED

2011 DEC -5 AM 10: 04

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
May 9, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

Trish Dzuris-Chelmsford Stars Come 4th Auditions and Final Event

Ms. Dzuris reminded residents that the finalist event was being held on May 10, 2011 at the Performing Arts Center beginning at 7PM. Tickets are \$5.00.

Vivian Merrill-Chelmsford Dog Association Flea Market

Mrs. Merrill reminded residents the Flea Market was being held on May 14, 2011 from 9 am to 1 pm behind Town Offices. General admission is free. Other upcoming events were also listed.

Open Session

Alex Buck, 6 Livery Rd., spoke for the Third Middlesex Area Democrats, and announced that Angie Taranto would be recognized at their Annual Spring Breakfast on May 14, 2011 being held at the Embassy Suites in Waltham at 9:15AM. Mr. Taranto's accomplishments were listed. Tickets are \$35.00.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

Permanent Building Committee-Bid Awards: Byam School Roof, High School Windows

Pat Maloney explained bids were reviewed for these projects, which are being partially paid (49%) through the School Building Authority's Green Repair Program.

Motion: by Selectman Hanson to approve the Permanent Building Committee's recommendation to award the bid for replacing the Byam School Roof to SOM Construction Enterprises of Dudley, Ma in an amount not to exceed \$327,747.00. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve the Permanent Building Committee's recommendation to award the bid for replacing the windows at the Chelmsford High School to Lockheed Window, pending receipt of SOWMBA required information, in an amount not to exceed \$1,395,000.00 plus \$16,000 for alternate number one. The next lowest bidder, Paul J. Rogan, will win the award if Lockheed does not provide the requested documentation. Mr. Rogan's bid award is not to exceed \$1,407,998.00 plus \$26,000 for alternate number one. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Reports

Mr. Cohen announced that the DPW received a grant award of \$10,000.00 for catch basin cleaning. The Fire Department received a grant award of \$73,125.00 for turnout gear. The Bicycle and Pedestrian Advisory Committee received a public safety grant for bicycle helmets.

Mr. Cohen announced a multi-town economic development branding effort for the Rt. 3 corridor between Bedford and Lowell will soon be known as "Middlesex 3". A future logo was shown, and marketing slogans are forthcoming.

Sound barriers for Rt. 3 will be installed by Mass. DOT. The project is going out to bid, and construction should be completed by year end.

The town votes for the Nashoba Valley Technical School's request for a stabilization fund has been approved by three towns; two towns did not include the request at their Town Meetings; Chelmsford is the only town to reject the request to date. Shirley has not voted yet.

John Sousa has announced that tax takings are down this year to 41 foreclosed properties, which is down from 67 last year.

Mr. Cohen met with the family on Gary Rd. involved with the group home incident. The patient has been transferred to a hospital in Danvers, and will not return to this home. Chief Murphy will continue his investigation.

Meeting Minutes

Regular Meeting Minutes-April 11, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of April 11, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Unscheduled Business

BOS Representative to NMCOG

Selectman Kurland nominated Selectman Wojtas, and Selectman Lane nominated Selectman Hanson. Show of hands vote: Selectmen Kurland and Wojtas voted for Selectman Wojtas, Selectmen Dixon, Hanson and Lane voted for Selectman Hanson. The Town Manager indicated that he will reappoint Selectman Wojtas as alternate representative, if she wishes to continue in that position.

BOS Liaison Assignments

Liaison assignments for each Selectman were read by Selectman Hanson.

BOS Liaison-First Parish Clock Project

Selectman Lane will be the liaison for this project.

Town Meeting Follow Up

Filing of Home Rule Petition

Mr. Cohen explained the Board will need to vote to submit the Home Rule Petition to the legislative delegation as authorized by Town Meeting.

Motion: by Selectman Hanson to direct the Town Manager to submit the Home Rule Petition as approved by Town Meeting to the legislative delegation. Seconded by Selectman Lane. Selectman Dixon abstained, all others in favor. **Motion carries.**

Open Session

Bob Joyce, 103 Turnpike Rd. asked if the Home Rule Petition needs to be filed with the Atty. General's office. Mr. Cohen explained this one is not a bylaw change, so it did not need to go to the Atty. General's office.

Selectmen Referrals

Selectman Kurland:

The Historic Commission's Guardian of the Year Award was given to the Kent family for their efforts in restoring a historic home on Elm St.

The Table of Plenty meets from 4-6PM on Tuesdays at the First Parish Universalist Church, and they are in need of volunteers. Contact information was provided.

Selectman Lane:

American Capital Energy was recognized for being awarded 18.3 megawatt contract for the Cape Energy project.

A free glucose screening is being held at the Chelmsford Senior Center on May 16, 2011 from 9AM-noon. There is no need to fast for this screening.

The Earth Day Fair is being held on May 14, 2011 at the Senior Center from noon to 3PM.

A citizens Suggestion Box feature has been added to the Town's website, and it is now active.

Selectman Wojtas:

An Eagle Scout Court of Honor was held for Douglas Meppelink.

Mr. Cohen was asked to provide an update for the Sunny Meadow Farm Parking Lot & connecting trail construction. Mr. Cohen explained the advertisement for bids will start May 17.

A response from the Board is needed for attendance regarding Evan Belansky's e-mail for the sustainability workshop being held June 16 & June 17, 2011.

Agway will hold an Armed Forces Day event on May 21, 2011 from 11AM-2PM with a cookout to benefit the Military Community Covenant Task Force.

Selectman Hanson:

Office hours will be held at the Java Room on Thursday, May 12, 2011 from 4-5PM.

Chairman Dixon:

No referrals.

Continuation of Public Hearing: Class II Auto Dealers License-Phillip S. Smith d.b.a P&S Auto Sales, 103 Tyngsboro Rd.

The applicant was not present when the hearing started. Mr. Cohen explained the property has been purchased by the applicant, and a demolition permit has been filed. The applicant has not filed before the Planning Board or Conservation Commission to date. The Board has the option of denying the license, or asking the applicant to withdraw it without prejudice.

Audience Comments:

Jan Spence, 816 Wellman Ave advised there is activity at the site, as two donation boxes have been placed there. She is aware of the temporary license that was previously granted, and felt that to use this location as a mailing address was acceptable, but not as an actual dealership location. Ms. Spence requested that the Williamsburg Condominium Association continue to be notified of any future hearings.

Lynn Smith, spoke for P&S Car Sales and confirmed that they took ownership of the property in March. She noted the property is zoned for use as a used car lot, and four condemned buildings are on the lot now which will be removed. The clothing drop off boxes will be removed once the demolition permit has been granted. Engineers are still determining actual lot lines, and they are continuing to work with Evan Belansky to file for Planning Board and Conservation Commission sign-offs. Selectman Dixon suggested that the applicant should request to withdraw this application without prejudice until the proper authorizations have been granted. The applicant can continue to work under the temporary license as previously agreed for the remainder of 2011.

Motion: by Selectman Hanson to close the Public Hearing. Seconded by Selectman Lane.

Motion carries, unanimous.

Mrs. Smith requested that the Board allow her to withdraw the application for a Class II Auto Dealers License for P&S Car Sales without prejudice. Selectman Lane encouraged her to continue to work with Mr. Belansky to determine the Planning Board and Conservation Commission requirements.

Motion: by Selectman Hanson to withdraw the application for a Class II Auto Dealers License for P&S Car Sales, 103 Tyngsboro Rd. without prejudice. Seconded by Selectman Lane.

Motion carries, unanimous.

Mr. Cohen added that he will continue to meet with representatives at Williamsburg Condominiums and at the State level to discuss erosion and flooding concerns in that area.

FEMA has sent new letters to units that are in the flood zone, and is still working with unit owners of Williamsburg I.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: May 23, 2011.

Motion: by Selectman Hanson to adjourn this meeting at 7:45PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Chelmsford Stars Come 4th flyer
- Chelmsford Dog Association Flea Market Flyer
- List of Committee vacancies
- Bid Award Memo-Byam School roof and supporting documents
- Bid award memo – High School window replacement, and supporting documents
- Draft Regular Meeting Minutes-April 11, 2011
- BOS Liaison Assignments List
- Supporting documents for P&S Auto Sales



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
May 23, 2011

RECEIVED

2011 MAY 19 PM 1:36

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- National Armed Forces Day – Pat Wojtas
- Memorial Day Events – Regina Jackson

Open Session

Committee Vacancies

Scheduled Business

Town Clerk, Betty Delaney

- Schedule Recall Election
- Re-Precincting

7:30 p.m. Chelmsford Water District Annual Update

Town Manager Reports

- Vacate the foreclosure judgment – Old Farm Way

Unscheduled Business

- Stop & Shop Sidewalk Easement

Selectman Referrals

Press Questions

Executive Session

Next Regular Meeting: June 13, 2011

RECEIVED

NOV 13 AM 1:36

ELIZABETH TOWN OF GREAT FALLS
NEW HAMPSHIRE

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
May 23, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

National Armed Forces Day-Pat Wojtas

The Military Community Covenant was able to raise \$299.26 at their fundraising cookout held at Agway on May 21, 2011. Attendees were thanked for their support.

Memorial Day Events-Regina Jackson

Mrs. Jackson announced the Memorial Day Parade would start at 10AM on May 30 from the American Legion on Groton Rd. Assembly time is 9:15AM. On May 28, 2011 at 2PM a Memorial Service will be held at Veterans Memorial Park. Flags at all the cemeteries will be replaced this week, local Boy Scouts are assisting at Pine Ridge Cemetery.

A proclamation was read by Selectman Hanson, which was accepted by Mrs. Jackson.

Open Session

Peggy Dunn, Precinct 1 wished to announce that the North Chelmsford Village Association is holding a Spring Fundraising event on June 25, 2011, 6:30PM at the Chelmsford Elks to assist with costs of furnishing the North Town Hall once it opens as a Community Center. The Board and Town Manager were thanked for their support of the renovations of both Town Halls.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office. Selectman Wojtas added that 2 openings on the Military Community Covenant Task Force were also coming up.

Scheduled Business

**Town Clerk, Betty Delaney
Schedule Recall Election**

Mrs. Delaney explained a special election would be required in response to the return of petitions requesting recall of four Selectmen. The window of time for such an election is from July 12-August 11, 2011. Upon polling available workers and employees, it was determined that most of them would be available on August 2, 2011.

Motion: by Selectman Lane that the Board acknowledge receipt of a May 18, 2011 certificate of sufficiency with regard to the filing of petitions seeking the recall of George Dixon, Jr., Patricia Wojtas, Matthew J. Hanson, and Jon H. Kurland, and that the Board provide written notice of the same to each such person as required by Section 3-12(c) of the Town Charter, and further, that the Board authorize Selectman Lane to sign each written notice on behalf of the Board. Seconded by Selectman Kurland. **Motion carries, unanimous.**

Selectman Lane asked if any Board member intended to resign. No one came forward.

Motion: by Selectman Lane that whereas the Town Clerk has forwarded a May 18, 2011 certificate of sufficiency with regard to the filing of four recall petitions, whereas the Board has provided written notice of the same. And whereas George Dixon, Jr., Patricia Wojtas, Matthew J. Hanson, and Jon H. Kurland have indicated that they do not intend to resign, that the Board of Selectmen hereby call for a special election to be held on August 2, 2011 to consider the recall of the four Selectmen at issue; provided, however, that if any of the four named selectmen should resign by Saturday, May 28, 2011, then the vote taken hereunder to hold a special election with regard to the recall of that particular Selectman shall be null and void, with the vote to consider the recall of each selectman at such special election to be considered separately. Seconded by Selectman Kurland. **Motion carries, unanimous.**

The ballot will show four separate questions, as per the town Charter, and the names will appear in the order that the petitions were handed in; Selectman Hanson will be first, Selectman Dixon will be second, Selectman Wojtas will be third, and Selectman Kurland will be fourth. Mrs. Delaney will begin preparing the paperwork, and absentee ballots will be made available for anyone who wishes to vote absentee for medical reasons or because they will be away. Absentee ballots will be available at the Town Clerk's Office from 8:30AM-4:00PM, Monday through Friday. A written request for absentee ballot must have a signature, and can be mailed or dropped off at the Clerk's Office.

Re-Precincting

A current map and the proposed map of precincts were shown. Precinct changes occur every ten years in response to census results. A second meeting will be held on May 25 to ensure no precinct has more than 4,000 people. Sections of Steadman St. and Chamberlain Rd. are still outstanding. Some Town Meeting Representatives will need to be re-elected. The data must be turned into the State by June 22, 2011. Mr. Cohen explained the most significant changes occurred in Precincts 3 and 8. The precincts are not numerically aligned, as they were created as the Town grew in population over time, and this will not concern the State. Redistricting at the State level should be finished in the Fall. Which Town Meeting Representatives will need to run for re-election is still being determined, upon review of the Town Charter, the election will be

held in April 2012. There will be no changes to polling places or the nomination or renewal processes. Each precinct has 18 representatives.

Chelmsford Water District Annual Update

Bob Delaney explained this report is given to the Board of Selectmen annually to help residents understand the process of how water is supplied. The presentation included a brochure provided to residents, and described the Water Management Program. Water conservation goals were described, as well as their outreach program, a map of the district, history of the district, photos of their facilities, supply and demand statistics and recent activities. Selectman Wojtas noted an increase in per capita usage, which it was explained could be weather related. Chairman Dixon asked when "looping" would be completed, and was told it would take time due to ledge and wetland issues. Selectman Lane asked about emergency contingencies, and was told there are tie-ins with Westford, North Chelmsford, East Chelmsford and Lowell. The District is considering using a reverse 911 call system to alert residents to water main breaks. Selectman Lane asked about abatement programs for residents with irrigation systems, and was told this would be difficult to implement without installing separate meters and there are only a few grand fathered abatement meters left in the district.

Town Manager Reports

Vacate the Foreclosure Judgment-Old Farm Way

Mr. Cohen reported the mortgage company has made full payment of all back taxes.

Motion: by Selectman Hanson to vacate the final judgment covering the tax taking made against Srun Sry and Kim Eng Heng for unpaid taxes covering the property at 24 Old Farm Way, Chelmsford, upon payment of all taxes, interest and charges due as provided under MGL 60:69. Seconded by Selectman Lane. **Motion carries, unanimous.**

Other Reports

Mr. Cohen announced that letters were sent to the AG's office and the State Ethics Commission on May 17, 2011 regarding allegations on 9 North Rd. on behalf of himself and Philip Eliopoulos. The letters were read into the record. Mr. Cohen advised the letters were sent in response to the recall effort, and because he never received a response from his prior letter. Mr. Cohen called both offices and was told investigators have been assigned, and he will follow up again next week if nothing is heard.

On May 12, Mr. Cohen was informed of violations of the Wetlands Protection Act allegedly done by Building Inspector Scott Hammond at his home in Billerica. No criminal charges were filed, and the matter is being addressed by the Billerica Conservation Commission. Mr. Hammond has agreed to resolve the outstanding issues with the town of Billerica. Mr. Cohen has recently been informed of additional allegations of falsification of permits, construction vehicles and the running of a business on town property at the same location. Mr. Cohen will keep the Board informed as more information is received. At this time, Mr. Hammond has had no performance issues in Chelmsford, and will be facing a \$5-10,000.00 monetary penalty.

Mr. Cohen met with various officials of other Towns in Lowell to discuss waste water treatment agreements. The agreement for Chelmsford will expire in 2016. There is an effort to have shared common agreements so all terms and expirations will be uniform. The plant in Lowell still has excess capacity, and Chelmsford's metered flows have not changed. A 25 year common agreement is expected by year end. Mr. Cohen agreed to keep the Board informed of further developments.

Mr. Cohen will participate in the School Committee's Executive Session regarding the custodian contract.

Mr. Cohen and Mr. Persichetti are discussing the installation of a solar farm at the Swain Rd. landfill site. A potential solar facility could be planned for the Glenview Sand and Gravel site, which would require final capping and the Town would receive payment of back taxes.

Kathy Cryan-Hicks attended a meeting about Cultural Districts. A committee may be formed to look into this concept further.

Mr. Cohen reminded the Board that annual appointments will be starting next month, as well as performance reviews for himself and the Town Accountant. Employee reviews are pending. The Board may wish to consider changing the date of the meeting scheduled for June 13 so Board members can attend the re-districting meeting being held in Lawrence that night.

Unscheduled Business

Stop & Shop Sidewalk Easement

This document requires Board approval.

Motion: by Selectman Hanson to accept the deed and grant of easement for the parcel located at 299 Chelmsford St. as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Other Business:

Selectman Wojtas suggested rescheduling the meeting for June 13 to June 6, and a work session to be scheduled for June 20, before the next regular meeting on June 27, 2011.

Selectmen Referrals

Selectman Kurland: Appreciation was given for the Water District's presentation.

Office hours will be held on June 4, 9AM, at the Java Room.

Residents were encouraged to visit the website for Community Supported Agriculture by Jones Farm.

Selectman Lane: The May 19 ground breaking ceremony for Lowell General Hospital was well attended. This was the first project heard via joint Board sessions, which went very well.

May 20, 2011 was the Alumni Association's Scholarship Night event.

May 22, 2011 was the clean-up and staining of the gazebo for the Cynthia Moore's Nature Park in the Westlands neighborhood. Thank you for all that attended and participated was given.

Selectman Wojtas: A status was requested for the executive session minutes of February 28, 2011 and March 14, 2011. Selectman Hanson will review the matter.

Nashoba Tech School Committee meetings will be taped and distributed by Westford Telemedia. Nashoba Tech School has voted to be an active member of the Military Community Covenant Task force, and will offer discounts on classes to veterans.

Christina Medina was thanked for organizing Earth Fair.

Walter Hedlund was congratulated on his award from the Salvation Army for 37 years of service.

Upcoming library events include a Sierra Club presentation on May 25th. The new catalog system for the library should be in place after May 30, 2011.

Cory Atkins is looking for feedback regarding an expanded bottle bill and the expansion of CPA reimbursement.

A hearing regarding double poles is scheduled for June 22, 2011 to discuss potential fines and time limits to remove double poles.

The Board was asked to vote to send a letter to legislators advocating certain health insurance amendments not be passed, and that the legislation be approved as presented, without amendments.

Motion: by Selectman Hanson to authorize the Chairman to draft and send a letter to Senator Fargo on behalf of the Board to encourage passing of proposed health insurance legislation as presented without proposed amendments. Seconded by Selectman Lane. **Motion carries, unanimous.**

Selectman Hanson: A fundraiser is being held on June 25, 2011 at the Elks for the North Chelmsford Community Center.

Office Hours will be held on Thursday, May 26, 2011 at the Java Room, from 5-6PM.

May 30 is the Selectman's birthday.

Chairman Dixon: Angelo Taranto was congratulated for his award from the Third Middlesex Area Democrats for over 50 years of service to the town.

Residents were encouraged to attend the Memorial Day Parade.

Press Questions

Jen Myers of the Lowell Sun asked about the nature of the penalties facing Scott Hammond. Mr. Cohen explained this would be handled as a sanction to his salary, not as a fine.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: June 6, 2011.

Motion: by Selectman Hanson to adjourn this meeting at 8:56PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- National Armed Forces Day flyer
- Memorial Day Proclamation
- List of Committee Vacancies
- Recall Petition Memo of May 18, 2011
- Map showing proposed new precinct boundaries
- Water District Annual Presentation
- Memo of May 18, 2011 from John Sousa regarding Old Farm Way
- Acceptance of Deed & Easement documents for Stop & Shop

JUNE

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday June 6, 2011 Time: 7:00 pm

Location: Town Office Bldg Room Number: 204

Name of Building

Street Address

John H. Delaney
Town Clerk's Signature

Clerk/Bd. Member & Date

J. Delaney 5/24/11

RECEIVED

2011 MAY 24 PM 3:14

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Work Session

Name Of Department or Board:

Board of selectmen

Date of Meeting:

Monday June 13, 2011

Time:

5:00 PM

Location:

Town Office

Name of Building

Room Number:

201

Street Address

5043 Bellevue Rd

Town Clerk's Signature

Stephen H. Diney

Clerk/Bd. Member & Date

Stephen H. Diney 5/5/11

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Work Session

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, June 20, 2011

Time:

6:00 PM

Location:

Town Office

Room Number:

201

Name of Building

50 Bulfinch Rd

Street Address

Stephen H. Dwyer

Town Clerk's Signature

Clerk/Bd. Member & Date

Stephen H. Dwyer 5/24/11

RECEIVED

2011 MAY 24 PM 3:14

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Work Session

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday June 27, 2011 Time: 7:00

Location: Town Offices

Name of Building

Room Number: 204

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date





CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
June 6, 2011

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Moment of Silence – Judith Carter

Public Service Announcements

- ATEF Grant Awards

Open Session

Committee Vacancies

Scheduled Business

Betty Delaney - Sign Special Election Warrant

Betty Delaney - Re-Precincting

One Day All Alcoholic Beverages License 6/11/11 – St. John's

One Day Beer & Wine License 6/15/11 – Chelmsford Senior Center

Change of d/b/a Ribeck, LLC

7:30 p.m. Highway Farm Market – Transfer of Package Store License

Town Manager Bid Awards

- DPW Materials
- Electronic Voting System

Town Manager Reports

- Cultural Districts
- Food Pantry Relocation

Town Manager Annual Appointments

Board of Selectmen Annual Appointments

Meeting Minutes

- Executive Session Minutes – April 28, 2011
- Regular Meeting Minutes – May 9, 2011

Unscheduled Business

- Community Preservation Bill
- Double Poles Bill
- Container Deposits Bill
- Wotton Lane Railroad crossing

RECEIVED
2011 JUN -2 PM 3:14
TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Selectman Referrals

Press Questions

Executive Session

Next Regular Meeting: June 27, 2011

RECEIVED
JUN 15 5 14 PM '11
TOWN OF CHESTER

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
June 6, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Moment of Silence-Judith Carter

Chairman Dixon explained Mrs. Carter had been a longtime recording secretary to the Planning Board and Board of Selectmen.

Bond Rating Improvement Announcement

Mr. Cohen wished to recognize John Sousa and Darlene Lussier for their efforts in helping Chelmsford improve its Standard and Poor's bond rating, as confirmed in the Annual report of June 3, 2011. The rating outlook for the Town has been changed from "stable" to "positive", which is a reflection of management efforts and a positive Reserve Stabilization Fund. A part of the report was read into the record. Mr. Sousa and Ms. Lussier credited Mr. Cohen in his willingness to work together with them.

Ms. Lussier further reported that pavement for the Sewer project will be completed by the end of the week. She is awaiting the final bills and her final report is forthcoming. Grinder pumps will be available through the end of June, after that, residents will need to speak with Jim Pearson. Ms. Lussier estimates up to \$200,000 in funding could be left over.

Public Service Announcements

ATEF Grant Awards

Kirk Marshall, ATEF Chairman thanked the Board and the Town Manager for their continued support of this program. A history of the program was provided, as well as how to donate, who can apply for a grant and other requirements. Members of the group were also introduced. Nineteen applications were received, and each winner was announced and came forward to receive recognition in the following order: Pamela McMeniman, Kara Saranich, Valerie Diggs, Irene Hanigan, Amy Aker, Janet Legg and Eilecn Young, Devi Venugopal and Peter Bruyn. All the winners were congratulated.

Open Session

Angelo Taranto, Precinct 8 spoke as Chairman of the Choose Chelmsford Committee, to explain the group was formed after hearing concerns from residents regarding the recall effort. The group's mission is to preserve the reputation of the Town, and a Mission Statement was read.

Stefani Bush, Co-Chair of Choose Chelmsford announced their next meeting would be held on June 12, 6:30PM at the American Legion, and their e-mail address is choosechelmsford@aol.com.

Joanne Stanway, Lantern Lane asked voters to vote "no", as the Town has supported over 900 acres of open space and has lots of volunteers working in it. She thanked the Board and Town Manager for their integrity.

The new owner of the Tango Grill Restaurant announced an Open house event on June 16, 2011 from 6-9PM to benefit the Table of Plenty. The event is co-sponsored with the Chelmsford Patch. Attendees were asked to RSVP for proper food planning.

Kathy Cryan-Hicks of the Chelmsford Cultural Council attended a meeting regarding the establishment of Cultural Districts in town. She listed some guidelines; more information can be seen at www.massculturalcouncil.org. The process of creating a cultural district includes establishing a partnership to maintain the district, holding a public hearing, and passing a resolution. A focus meeting will be held on June 21, 2011 at the library, with a potential Public Input Meeting in September. There is no funding available for this program at present, and the designation has no restrictions, expires in five years and can be re-applied for.

John Harrington, no address provided, came forward to explain why he opposes the expanded bottle bill discussed at the last meeting. He feels it will create additional burden on businesses and will negatively affect recycling efforts that the Town currently benefits from. It could also send more business to New Hampshire.

Mr. Cohen reminded residents that a Smart Growth forum is being held on June 16, 2011 from 7-9PM at the Senior Center. Everyone is encouraged to attend.

Hi-Way Farm Market-Transfer of Package Store License

Rick and April Stanichuk were present for questions. April Stanichuk explained this will be a new business venture with her husband, she will be the manager, and she has her TIPS certification. She has prior experience working in a restaurant and at Maxamillians in Tyngsboro, and she has always wanted to run her own business. Selectman Kurland asked if the lease had been finalized, and it appears one page of the agreement is missing, but Mr. Stanichuk will provide another copy of it as soon as tomorrow. Mr. Stanichuk is working with Mr. Vrouhas, Jr. on settling pasts debts owed to purveyors. There are no plans to change or expand the current location. The current lease expires in October of 2011, with an option to extend for 2 years. There are no tax delinquencies at this time.

Audience comments:

Atty. Ellen Anna Wright spoke on behalf of Robert DiNapoli to oppose this transfer until a promissory note between Mr. DiNapoli and the late Dino Vrouhas was paid. The \$12,000.00 note was to pay for liquor inventory for the store. Nothing has been paid on a court judgment from July 2009, and the Stanichuks have not been working with Mr. DiNapoli. Atty. Wright asked that this hearing be continued until proper payment arrangements could be agreed upon. Selectman Kurland suggested that since the promissory note was between two individuals and not the corporation applying for the transfer of the license, Mr. DiNapoli's claim would be against the estate of Mr. Vrouhas. Atty. Wright felt that since the note was improperly executed by Atty. Pacskowki, who has since been disbarred, Mr. DiNapoli has the right to ask that he be paid, since the money was used for the store. Mr. DiNapoli came forward to explain that Dino Vrouhas ran, managed and operated the store until he became too ill to do so, and he disagreed that the estate is a separate entity from the applicant.

Mr. Stanichuk admitted that Mr. DiNapoli came to the store and said money was owed, but the amount he is claiming now is higher. Chairman Dixon explained the hearing would be continued per Board policy, and both parties should try to work things out while the Board is making its decision.

Motion: by Selectman Hanson to continue the hearing for Hi-Way Farm Market to June 27, 2011, 7:30PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office. The Finance Committee has a vacancy that is not listed here. Selectman Lane asked what outreach efforts were being done, as the list of vacancies is growing. Mr. Cohen explained advertising is done; several terms have ended and there is no interest in continuing.

Scheduled Business

Betty Delaney-Sign Special Election Warrant

Motion: by Selectman Hanson to authorize the Warrant for Special Election on August 2, 2011, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Mrs. Delaney explained Absentee Ballots are available at the Town Clerk's Office, mailed requests can be sent until August 1, noon. Reasons for voting absentee were provided, and the ballot will be available for review on the Town website.

Betty Delaney-Re-Precincting

There will be no changes to Precincts 2 & 6. Three houses in precinct 4 were changed to precinct 9. Town Meeting Representatives in all affected precincts will need to re-apply for election.

Motion: by Selectman Hanson that the Board of Selectmen approve the proposed division of the Town of Chelmsford into nine (9) precincts as shown on an attached map with the precincts drawn on it, and further that the designation of the precincts be identified as printed by their

respective numbers on the map. That the population per precinct be submitted as listed on the map, that a legal description of the precinct boundaries be established as shown on the map, that a list be established of the census tract and block numbers and of each block population per precinct, and that the Town Clerk send notice forthwith of the Board's vote to accept said map and plan to the Office of the Secretary of the Commonwealth. Seconded by Selectman Lane.

Motion carries, unanimous.

One Day All Alcoholic Beverages License June 11, 2011-St. John's

This application was withdrawn, as the event was cancelled.

One Day Beer and Wine License-June 15, 2011-Chelmsford Senior Center

This request is being made for a Council on Aging event.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to the Chelmsford Senior Center for June 15, 2011 for the hours of 2:00PM to 5:30PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Change of d/b/a Ribeck, LLC

Cathy Ribeck was present for questions. The applicant is changing the name of the restaurant from Vincenzo's to Rufina's.

Motion: by Selectman Hanson to approve a Change of d/b/a from Vincenzo's Restaurant to Rufina's Restaurant on their All Alcoholic Beverages License to be exercised on the premises at 170 Concord Rd. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Bid Awards

DPW Materials

A list was provided for 12 categories of highway materials, for which the low bidder was also listed. There was no bid accepted for heavy equipment as the Town will try to borrow what they need from other communities.

Motion: by Selectman Hanson to approve the bids for Bituminous Concrete and Adjustment of Castings To Grade, Crack Sealing, Basin Cleaning, Traffic Markings, Aggregate, Bit. Concrete Excavation by Cold Planer, In Place Recycling of Bituminous Concrete Surface, Vertical Granite Curb Type VA, Sloped Granite Curb Type SA, Remove and reset Granite Curb, and Section 600 Highway Guard Fences & Walls to the bidders as presented. Seconded by Selectman Lane.

Motion carries, unanimous

Electronic Voting System

Four bids were received on this equipment, which will be received in July and be tested and have training conducted in time for Fall Town Meeting.

Motion: by Selectman Hanson to approve the bid for Option Technology Interactive in an amount not to exceed \$9883.87 for an Electronic Voting System and handsets. Seconded by Selectman Lane. **Motion carries, unanimous**

Town Manager Reports

Cultural districts

A previous description of this program was provided by Kathy Cryan-Hicks.

Food Pantry Re-location

The Food Pantry is being relocated to a construction trailer behind Town Offices while the Old Town Hall is being renovated. The Pantry will re-open during the second week of July.

Town Manager Annual Appointments

Motion: by Selectman Hanson to approve the Town Manager's annual appointments for 1-ADA Coordinator, 2-Arts and Technology Fund, 1-Assessor, 7-Community Action Program Committee, 2-Conservation Committee, 3-Council on Aging, 2-Cultural Council, 6-Emergency Management, 2-Energy Conservation Committee, 1-Great Brook State Park Advisory Board, 2 Historical Commission. Seconded by Selectman Lane. **Motion carries, unanimous**

Board of Selectmen Annual Appointments

Motion: by Selectman Hanson to approve annual appointments for 6-Affordable housing committee, 3-Public Celebrations Committee, 1-Board of Registrars. Seconded by Selectman Lane. **Motion carries, unanimous**

Meeting Minutes

Executive Session Minutes-April 28, 2011

Motion: by Selectman Hanson to approve and release the Executive Session Minutes only of April 28, 2011. Supplemental documents will not be released. Seconded by Selectman Lane. **Motion carries, unanimous**

Regular Meeting Minutes-May 9, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of May 9, 2011 as amended. Seconded by Selectman Lane. **Motion carries, unanimous**

Unscheduled Business

Community Preservation Bill

This new bill will guarantee a minimum of 75% match by the State for funding. This should not create a significant fee increase. Selectman Lane advised that another part of this bill will allow use of CPC funds for recreational use for parcels even if not purchased with CPC funds.

Motion: by Selectman Hanson to authorize the Chairman to send a letter of support for SB1841 as presented. Seconded by Selectman Lane. **Motion carries, unanimous**

Double Poles Bill

Motion: by Selectman Hanson to authorize the Chairman to send a letter of support for HB3059 as presented. Seconded by Selectman Lane. **Motion carries, unanimous**

Container Deposits Bill

Selectman Wojtas stated she is supporting this expansion of the bottle bill as it will allow less trash on the roads and there are a number of other communities that are supporting it. Selectman Kurland requested time to get more information for and against the bill.

Motion: by Selectman Hanson to postpone the vote on this legislation until June 27, 2011. Seconded by Selectman Lane. **Motion carries, unanimous**

SB 90 will also be discussed at the meeting of June 27, 2011.

Wotton Lane Railroad Crossing

Chairman Dixon reported that the Board is awaiting the Fire Chief's report on this situation to install 16" water main as an emergency situation to address water pressure concerns at Williamsburg Condominium Development. The track would be closed down. A future meeting will be held to include the North Chelmsford Water District and the railroad company.

Selectmen Referrals

Selectman Kurland: Congratulations to the Class of 2011.

Congratulations to Dave Turocy for being appointed Newton's Commissioner of Public Works.

The Re-Districting Committee is meeting on June 13, 2011 in Lawrence.

A Re-dedication ceremony is being held at Bartlett Park on June 12, 2011 as part of the Chelmsford Conservation Land Trust's 50 year anniversary celebration.

Selectman Lane: Per the Department of revenue Finance forum, held on June 1, 2011, state receipts are up, however, there will not be more funds available for municipalities.

Selectman Lane asked if an applicant's taxes and license fees must be up to date prior to renewing a license. Mr. Cohen explained the applicant must be delinquent for over one year before this sanction can be enforced.

This year's High School graduation had great speeches, and graduates were congratulated.

Selectman Lane will attend the MMA Leadership meeting.

The CVS re-development is progressing, and the new building will fit in with the neighborhood.

Chelmsford Telemedia will videotape the restoration of the Unitarian Church Steeple as well as both the Town Hall buildings.

The Memorial Day Parade was well attended.

Residents were encouraged to attend the July 4th Parade.

Selectman Wojtas: Congratulations to Chelmsford High School Graduates.

CHARLIE cards will be accepted by the LRTA by the end of the summer.

On June 10, 2011 the Heritage Garden Tour will begin at 10AM at the library.

The Authors Symposium will be held on June 18, 2011 at 2PM, also at the library.

The School Committee will hold its Open Forum on June 20, 2011 at 7PM at McCarthy Middle School.

The Military Community Covenant Task Force will have a table at the free Concert on the Common featuring Rod Larrimore.

Selectman Wojtas asked if a siren system could be used to announce weather emergencies. Mr. Cohen agreed to look into getting such a system.

Selectman Hanson: Office hours will be at the Java Room on June 9, 2011 from 5-6PM.

Selectman Dixon: Congratulations to the Class of 2011.

Appreciation was given to efforts of Veterans. The event placing wreaths at Veteran's Park and the Memorial Day Parade were well attended.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: June 27, 2011.

Motion: by Selectman Hanson to adjourn this meeting at 8:50PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- ATEF Award recipient Certificates
- Smart Growth event flyer
- Documentation concerning Cultural Districts
- Supporting Documents for Hi-Way Farm Market
- Committee Vacancies List
- Warrant for Special election
- Re-precincting Map
- Supporting Documents for St. John's One Day License
- Supporting documents for Chelmsford Senior Center One Day License
- Supporting documents for Ribeck, LLC
- Memo regarding DPW bid award
- List of Town Manager Appointments
- List of Board of Selectmen appointments
- Executive Session minutes for April 28, 2011
- Draft Meeting minutes of May 9, 2011
- Document regarding Senate Bill 1841, House Bill 3059, and Senate Bill 1650
- Memo of May 16, 2011 from Bruce Harper regarding Wotton St. Railroad crossing
- Chelmsford Community Center Fundraiser flyer



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
June 13, 2011
Work Session

RECEIVED

2011 JUN -7 PM 12:51

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

5:00 p.m. Call to Order

Scheduled Business

- o John Sousa - Bond Auction - Bid Results & Award for Sewer, FY12
Capital Plan, MSBA Green Repair, and other Capital needs

Next Regular Meeting: June 27, 2011

RECEIVED

2011 JUN -7 PM 5:21

JOHN CLEGG
ELIZABETH D. CLEGG
TOWN OF ELY, NH

Town of Chelmsford
Board of Selectmen-Meeting Minutes
50 Billerica Road, Room 204
Chelmsford, MA 01824

**Meeting Minutes
June 13, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager
John Sousa, Town Treasurer

Absent:

James Lane, Clerk

Please note that all documents referenced in these meeting minutes were distributed to each board member at the meeting and are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass.

Call to order

Chairman Dixon called the meeting to order at 5:10PM.

Bond and Note awards

Treasurer Sousa reviewed the recent bond bids that were received, and the items covered by each.

Motion: Selectman Hanson made a motion to approve the bond and note bid awards as detailed in Attachment A of these minutes. Selectman Kurland seconded the motion. Motion passed, 4-0.

Foreclosure proceedings

The Treasurer reported the steps that are being taken to finalize the foreclosure proceedings on a property at 25-27 Wright Street, due to non-payment of real estate taxes.

Adjournment:

Motion: Selectman Hanson made a motion to adjourn the meeting at 5:30PM. Selectman Kurland seconded the motion. Motion passed, 4-0.

List of Reference Documents:

Attachment A: Vote of the Board of Selectmen



CHELMSFORD BOARD OF SELECTMEN
WORK SESSION
MEETING AGENDA
JUNE 20, 2011

RECEIVED
2011 JUN 15 PM 2:12
TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

6:00 p.m. Call to Order

Scheduled Business

- Goals
- Town Accountant Performance Appraisal
- Draft Town Manager Performance Appraisal

Next Regular Meeting: June 27, 2011

4110
10/10/12 10:10:15

10/10/12 10:10:15

RECEIVED

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Work Session Meeting MINUTES
June 20, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass.

Chairman Dixon called the meeting to order at 6:11 PM.

Chairman Dixon has received a request to have Selectmen raise their hands during votes at meetings.

Goals for the prior year were reviewed. Master Plan implementation and Bylaw Review committees are active and their work is pending. Legislation is pending for collective bargaining changes for health insurance cost containment. Several options were reviewed for the Fire Department Headquarters facility, which failed at the ballot. Other pending items include:

- Community and Economic Development
- Town Halls Renovation
- Development of the DPW facility on Alpha Rd.
- Options for Vinal Square façade and lighting
- Developing a Cultural District program
- CPC funding to develop a Historic Resources Plan
- Expansion of the commuter rail system
- Options for the Dutton House
- Renovation of the Town Clock
- Finding a location for a Dog Park.
- Public outreach to attract volunteers
- 2012 re-districting efforts

The Board noted that many goals were achieved, some are still actively being worked on, and some are beyond the Town's control.

Warrant Articles for **Fall Town Meeting** are due in August. Potential items for discussion at Fall Town Meeting include the following:

- The Conservation Commission would like to make the Oak Hill parcel permanent Conservation land.
- The Affordable Housing Plan Presentation. A note was made that state funding is not being made available to pay for additional research and planning unless there is a commitment by the community to create additional housing.

- The CPC is discussing possible acquisition of the property owned by the Guilmette family off of Ledge Rd.
- A review of policies on Alcohol licenses
- Volunteer recognition
- The Center Fire Station facility still needs to be addressed. Several Board members are visiting the fire facility in Ayer on June 21, 2011.
- The owner of the Stop-n-Shop plaza is conducting a market assessment to see what their site on Boston Rd. could support. There will be future Public Input Sessions, and potential zoning changes which would require Town Meeting approval. The site has potential as a Chapter 40R development opportunity.

Selectman Lane asked how many non-profit agencies were making payments in lieu of taxes(PILOT), and Harvard Vanguard is the only one. Mr. Cohen explained the Assessor's Office has a list of properties for which taxes are not being paid. He also noted that Lowell tried to do something to address their situation and the initiative failed.

Operational Goals for the new year include the following:

- Re-opening the South Fire Station may be possible through grant funding and four new hires within the Fire Department. Mr. Cohen is awaiting final budget figures, and doesn't expect to see additional local aid cuts.
- Future expansion of the Commuter Rail could be ten years out, and could be largely out of the Town's control.
- Use of resources such as office supplies is being looked at.
- Bylaw review is focusing on signs and lighting, and bylaw enforcement. Mr. Cohen explained candidates for Building Inspector are being reviewed, he is hoping to find someone that has bylaw enforcement experience, which could mean an increase in salary requested.
- The Oddfellows Building and the Dutton house need to be addressed

Selectman Wojtas asked if it would be possible to consider some form of tax relief for residents now that the state is seeing higher revenues and the Town's bond rating has improved. Mr. Cohen explained that there is a backlog of capital investment needs to be addressed because of previous cuts, and the Capital Investment budget realistically needs to be increased more than the 2.5% it has been getting.

- There is discussion regarding the possibility of solar installations being done at the Swain Rd. landfill
- The sewer project is finished
- Capital needs of school facilities and municipal buildings need to be addressed
- The current budgeted amount for road restoration is \$200,000. annually, which may need to be increased.
- Discussion on addressing the Center Fire Station is pending, and may have to be handled as a capital expense.
- Services lost because of prior budget cuts may need to be replaced.
- The School Department has approved outsourcing the custodial positions as way to reduce their costs and free up resources to put toward students. Mr. Cohen noted that resulting unemployment costs could offset any savings, as the new company is paying \$8.00/hour and offers less toward medical benefits. Selectman Kurland also noted that if certain healthcare legislation is passed by the Senate, the Town is facing an additional \$500,000.00 in healthcare costs for retirees.
- Funds received once the Katrina Rd revelopment site is sold will be applied to the General fund.
- To lease or protect additional open space
- Negotiating a new sewer treatment agreement with the City of Lowell
- Increased communications with other Boards and the public via joint meetings.
- Develop a master plan for the Oak Hill parcel

- Enhancements for telecommunications and technology. Mr. Cohen noted a committee is working on this.
- Improve relations with legislators and regional authorities
- Develop a survey of residents to show their expectations of officials, what they'd like to see and what is acceptable. This could be done as a project with UMass Lowell. Selectman Wojtas will try to get a copy of a survey recently done in Tewksbury.

Action Items include:

- Addressing the Center Fire Station
- Policy Review
- Municipal healthcare reform
- Submission of the Affordable Housing Plan
- Establishment of Cultural Districts
- Continued attempts at contacting the owners of the Oddfellows Building.
- Continuing Community Planning for the Stop & Shop Plaza renovation
- Continued review of Town-owned parcels
- Continued efforts to finish the Katrina Rd. site cleanup and disposal of the property
- Continued efforts to lease/protect open space
- Enforcement of sign and lighting bylaws
- Continued development of telecommunications and technology enhancements
- Develop a survey for residents
- Research a future use for the Oak Hill parcel. It was noted that there is no more state grant funding available for future study, and past studies were stopped for the same reason. The Conservation Commission is considering a request for Town Meeting to make the Oak Hill parcel come under Con Comm control. The Affordable Housing Committee suggested Elderly, Military or Handicapped housing in a small portion of it. More discussion will continue in the future pertaining to this parcel.
- Review and update policies, including those regarding alcohol licenses, and volunteer recognition
- Improved communications with other Boards and Commissions. Selectman Lane suggested a joint meeting with the chairmen of the various Boards.
- Potentially schedule a Public Input Session for September.

Matt Sheehan has provided some proposals to address drainage and amenities for the Varney Playground.

Selectman Kurland will meet with Selectman Dixon and Mr. Cohen on Wednesday, June 22 at 3:30PM to discuss the town Accountant's Performance Appraisal and her goals for the upcoming year.

Selectman Dixon requested that Board members submit their comments for the Town Manager's performance appraisal, which needs to be completed by July 11. Mr. Cohen agreed to send a list of the past year's accomplishments for the Board's review. Mr. Cohen will be entering the last year of his current contract.

Most Town employees will be receiving a compensation increase in addition to the annual step increase. Further discussion will follow.

Selectman Kurland requested that a Request for Proposal be drafted to seek interest in obtaining a different law firm to act as Town Counsel. The current provider, Kopelman & Paige has been providing services to the town for 12 years. Selectman Kurland noted that the auditing services are reviewed every three years. Mr. Cohen will ask additional firms to prepare a proposal to be discussed at a meeting in July.

Motion: by Selectman Hanson to adjourn the work session at 8:40PM. Seconded by Selectman Lane.
Motion carries, unanimous.

Respectfully submitted,
Vivian W. Merrill
Recording Secretary



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
JUNE 27, 2011

RECEIVED

2011 JUN 23 PM 2:39

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Mike Donahue - State Baseball Tournament
- Tom Gazda – BPAC Update, Helmet Distribution
- Donna Parlee & Fran McDougall – Farmer's Market Opening
- Tricia Dzuris & Lynn Marcella – Concert, Country Fair & Parade

Open Session

Committee Vacancies

Scheduled Business

Chief Jim Murphy -Assessment for Police Department State Accreditation
July 11 & 12

Confirmation of Town Manager's Appointment of Building Commissioner

Mahoney's Garden Center Farmer's Market

- Turtle Creek Wineries - Application to Sell Wine at an Agricultural Event
- Westport Rivers - Application to Sell Wine at an Agricultural Event

Barry Balan - Sewer Commission Final Report on Completion of Sewer Project

Town Accountant Performance Appraisal

7:30 p.m. Continuation of Public Hearing – Hi-way Farm Market

7:45 p.m. Public Hearing - Pole Petition, Smith Street

Town Manager Bid Awards

- Sunny Meadow Farm Parking

Town Manager Reports

- New Natural Gas Contract

Town Manager Annual Appointments

Board of Selectmen Annual Appointments

Meeting Minutes

- Work Session Minutes – April 25, 2011
- Regular Meeting Minutes – June 13, 2011

RECEIVED

JUN 23 PM 5:39

U.S. DEPT. OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D.C. 20535

Unscheduled Business

- Board of Selectmen Goals
- Container Deposits Bill
- Community Preservation, House Bill # 765
- Wheelabrator Settlement
- Keno-To-Go, Chelmsford Mobil Mart-95 Chelmsford St.
- Easement takings - Underground Utility Project

Selectman Referrals

Press Questions

Executive Session

Next Regular Meeting: July 11, 2011

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
June 27, 2011**

Attending:

George Dixon, Jr., Chairman
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Not Present:

Matthew Hanson, Vice Chair

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

Mike Donoghue-State Baseball Tournament

Mr. Donoghue explained the tournament will run from July 8-July 16, 2011. Events were listed. and the Chairman of the Board and Town Manager were invited to speak at the opening ceremonies and throw in the ceremonial first pitch. Mr. Donoghue asked for permission to allow for additional overflow parking at the Center School, which was granted.

Tom Gazda-BPAC Update, Helmet Distribution

Mr. Gazda announced that 48 helmets in addition to remaining helmets from last year will be distributed on a first-come, first served basis on July 9, 2011 from 10AM-1PM at the Rail Trail by Cushing Place. Rain date will be July 16, same time and location. Selectman Wojtas asked for the results of the latest trail counts. Mr. Gazda explained counts were down due to bad weather on the day they were done. Counts will be done again in September. Mr. Cohen explained that he and Mr. Pearson are working on obtaining right of ways and funding for additional egress to the trail in the area from Old Town Hall to Chelmsford Street.

Henry Parlee and Fran McDougall-Farmer's Market Opening

Ms. McDougall announced the Farmers Market would run every Thursday from July 7-October 6, 2011, from 2-6PM. Next week's vendors were listed, and more information is available on their website: www.chelmsfordfarmersmarket.blogspot.com.

Tricia Dzuris & Lynn Marcella-Concert, Country Fair & Parade

Ms. Dzuris spoke on behalf of the Celebrations Committee to announce the 44th Annual Country Fair will be running on July 3, 2011 from 5-10PM on the Town Common. There will be 57 booths this year. The first Parish Coffee Shop will be open at 7AM-noon on July 4.

Ms. Marcella of the Parade Committee thanked everyone who bought raffle tickets in support the parade this year. The parade will end at Chelmsford Center this year, by the Stop and Shop Plaza. Groups that wish to walk in the parade were advised to get their information in as soon as possible. A free concert featuring Attik and Rick Larrimore will be held on the Town Common on July 2, 2011, to support the Chelmsford Military Community Covenant. All proceeds from the Meat House booth at the Country Fair will be donated to the Parade Committee.

Open Session

Debra Richardson advised the Board she has been awaiting a return telephone call from the Sewer Department since January 18, 2011. She is requesting a meeting with the Town Manager and Mr. Pearson. Mr. Cohen advised her to call his office later in the week.

Fred Smith, Director of a non-profit group is hosting "Smithfest" in October to benefit Families of SMA. He wished to thank Town officials for allowing him to use some locations in Chelmsford for this Amazing Race style scavenger hunt. To date, 103 teams have registered. The event starts and finishes at the Lowell Auditorium, and should take about 6 hours to complete.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

Chief Jim Murphy-Assessment for Police Department State Accreditation-July 11 & 12

Chief Murphy explained this accreditation has been a goal since 2006. Certification was received in 2010, and the assessment to complete the second level will be done on July 11 and 12. The Board was invited to attend the assessment. Benefits of the accreditation include insurance credits and improved accountability. Chelmsford Police Department will be the 43rd organization to achieve this status in the Commonwealth. Over 400 departments are eligible to try.

Confirmation of Town Manager's Appointment of Building Commissioner

Mark E. Dupell was present for this appointment. Mr. Cohen explained Mr. Dupell was chosen as the best candidate for the position of Building Inspector based on his zoning enforcement background. He is expected to start his duties on July 13, 2011.

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Mark E. Dupell as Building Commissioner effective July 13, 2011. Seconded by Selectman Lane. **Motion carries, unanimous.**

Mahoney's Garden Center Farmer's Market

-Turtle Creek Wineries-Application to Sell Wine at an Agricultural Event

-Westport Rivers-Application to Sell Wine at an Agricultural Event

Pamela Vazquez, Corporate Director for Mahoney's Garden Center was present for questions. Ms. Vazquez explained the Farmers Market would run every Saturday from July 2, 2011 to October 29, 2011, from 10AM-4PM. Turtle Creek Wineries and Westport Rivers, Inc. have filed

applications to sell wine at these markets. Both wineries have general liability policies with a \$2 million limit, and all servers are TIPS certified.

Motion: by Selectman Wojtas to approve a Special License to Sell Wine at an Agricultural Event to Turtle Creek Winery, at Mahoney's Farmers Market for Saturdays from July 2nd-October 29th, 2011 for the hours of 10:00AM-4PM, subject to ABCC approval. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve a Special License to Sell Wine at an Agricultural Event to Westport rivers, Inc., at Mahoney's Farmers Market for Saturdays from July 2nd-October 29th, 2011 for the hours of 10:00AM-4PM, subject to ABCC approval. Seconded by Selectman Lane. **Motion carries, unanimous**

Ms. Vazquez announced there will be a tent for non-profit groups to do fundraising at the farmers market.

Barry Balan-Sewer Commission Final Report on Completion of Sewer Project

Mr. Balan announced the Sewer Project is complete, except for some minor finishes which are being done. The Commission's history was outlined, including infrastructure, project costs and budget status totals. There is an estimated \$246,485.00 still available in funds for miscellaneous items that may occur. Thanks were given to the many people involved with the project. Mr. Balan asked the Board to formally dissolve the Commission.

Motion: by Selectman Wojtas to disband the Sewer Commission effective June 30, 2011, and transfer remaining work and funds to the Department of Public Works. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Accountant Performance Appraisal

Selectman Kurland explained the process used to complete the evaluation, and explained the Board was very pleased with Ms. Lussier's accomplishments over the past year. Ms. Lussier felt the past year was successful, due in part to the improved bond rating received by the Town. Ms. Lussier stated she was looking forward to working with the financial team for the next year.

Motion: by Selectman Wojtas to accept the Annual Non-Union Employee Performance Review for Darlene Lussier, Town Accountant as presented. Seconded by Selectman Kurland. Selectman Lane abstained, all others in favor. **Motion carries.**

Selectman Lane advised he was abstaining from the vote due to his short time on the Board.

Continuation of Public Hearing-Hi-Way Farm Market

Atty. Ellen Anna Wright presented a Restraining Order and Summons and Complaint filed this day on behalf of her client, Robert DiNapoli. Atty. Wright requested this hearing be continued until a settlement could be reached.

Atty. Shawn Dillon spoke on behalf of April Stanichuk to request continuance of this hearing to July 11, 2011 at 7:30PM.

Motion: by Selectman Wojtas to continue the Public Hearing for Hi-way Farm Market to July 11, 2011 at 7:30PM. Seconded by Selectman Lane. **Motion carries, unanimous**

Public Hearing-Pole Petition, Smith St.

Joe Gleason was present for Verizon, and explained 2 poles are to be removed from “old Smith St.” and will be replaced by one pole 42 feet away from the original poles, to accommodate the new turn at Smith St. and Parkhurst Rd.

Audience Comments:

Bob Joyce, 103 Turnpike Rd., came forward to ask that double poles and leaning poles be replaced or repaired as needed. There are several poles with issues on Turnpike Rd, and two in front of the Town Offices. Mr. Gleason acknowledged this situation to be an ongoing problem, and asked that the Town Manager work with them to address it.

Motion: by Selectman Wojtas to close the Public Hearing for Pole Petition #48. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve Pole Petition #48 of May 25, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Bid Awards

Sunny Meadow Farm Parking Lot and Connecting Trail to the Freeman Rail Trail

Four bids were received for these two projects.

Motion: by Selectman Wojtas to approve the Town Manager’s recommendation to award the bid for the Sunny Meadow Farm Parking Lot and connecting trail to the Freeman Rail Trail to Allied Paving in an amount not to exceed \$64,200.00. Seconded by Selectman Lane. **Motion carries, unanimous.**

Work is expected to start in August, and should be completed in September.

Town Manager Reports

New Natural Gas Contract

Mr. Cohen explained the current contract expires on June 30, 2011. A 24 month agreement has been negotiated through Constellation New Energy under the Massachusetts Municipal Association’s MunEnergy program which will result in a 4.7% reduction in natural gas costs.

Motion: by Selectman Wojtas to approve the 24 month agreement to purchase natural gas supply from Sprague Natural Gas at a cost of \$8.37/Dth. Seconded by Selectman Lane. **Motion carries, unanimous**

Town Manager Annual Appointments

A list of Appointments was read by Selectman Wojtas and included in the Motion.

Motion: by Selectman Wojtas to approve the Town Manager's recommendation to renew the appointments of Leonard Richards, Jr. to the Board of Appeals, Cynthia McLain to the Bicycle and Pedestrian Advisory Committee, Scott Glidden to the Cable Access Foundation, 4 members to the Community Preservation Fund Committee, 2 to the Commission on Disabilities, 3 to the Economic Development Commission, Richard Day as Hazardous Waste Coordinator, 3 to the Historic District Commission, 3 to the Middlesex Canal Commission, 2 to the Permanent Building Committee, 8 to the Recycling Committee, Henry Hamelin to the Sign Advisory Committee, 5 to the Town Hall Advisory Committee and 2 to the IT Capital Advisory Committee. Seconded by Selectman Lane. **Motion carries, unanimous.**

Board of Selectman Annual Appointments

Motion: by Selectman Wojtas to renew appointments for 2 members of the Agricultural commission (3 year terms), 2 members of the Capital Planning Committee (1 year terms), 3 members of the Legislative Redistricting committee (1 year terms), 2 to the Personnel Board (2 year terms), and Kopelman & Paige as Town Counsel, through July 31, 2011. Seconded by Selectman Lane. **Motion carries, unanimous.**

Meeting Minutes

Work Session Minutes April 25, 2011

Motion: by Selectman Wojtas to approve the Work Session Minutes of April 25, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Regular Meeting Minutes-June 13, 2011

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of June 13, 2011 as presented. Seconded by Selectman Kurland. Selectman Lane abstained, all others in favor. **Motion carries.**

Unscheduled Business

Board of Selectman Goals

A list of goals for the Board was read into the record to include examining the Oak Hill Parcel's Future Use, Implementing Municipal Health Insurance Reform, Update Board of Selectmen's Policy Manual, Fire Department Headquarters Facility, Promoting the Redevelopment of the Stop & Shop/Marshall's Plaza, Improving Communication with other Boards, State Officials/State Agencies and the Public, and multiple categories under Community and Economic Development and Financial Sustainability.

Selectman Dixon asked for an update on re-opening the South Fire Station. Mr. Cohen advised that barring unforeseen circumstances at the State level, he would like to request this action at Fall Town Meeting.

Container Deposits Bill

Selectman Wojtas read part of the bill explaining what the bill covers, and noted multiple communities are supporting it. Mr. Cohen had concerns about how passing this bill would

negatively affect recycling levels, and could require changes to the current recycling contract. Further discussion was tabled, pending investigation on quantifying recycling costs.

Community Preservation, House Bill # 765

Motion: by Selectman Wojtas to send a letter of support for this bill to legislators. Seconded by Selectman Lane. **Motion carries, unanimous**

Wheelabrator Settlement

Mr. Cohen explained the Town will receive \$85,511.91 once the appropriate paperwork and vote is completed.

Motion: by Selectman Wojtas to approve the settlement of \$85,511.91 in the case of Commonwealth v. Wheelabrator Saugus, Inc., et al, Civil Action # 2011-348 Seconded by Selectman Lane. **Motion carries, unanimous.**

Payment should be received about three weeks after the paperwork is received.

Keno-to-go, Chelmsford Mobil Mart-95 Chelmsford St.

The Board noted no issues with this application.

Easement Takings-Underground Utilities Project

This item was tabled.

Selectmen Referrals

Selectman Kurland:

- Volunteer efforts were recognized for the Fundraising event held at the Chelmsford Elks for equipment for the North Town Hall.
- The new volunteer website at the Library is more user friendly, and can be accessed at www.chelmsfordvolunteers.org.
- Office hours will be Saturday, July 2 at the Java Room starting at 9AM.

Selectman Lane:

- The Talent Show to benefit North Town Hall was phenomenal.
- Positive feedback has been received regarding the "Comment" box on the Town website.
- Selectman Kurland was complimented on his speech at the re-districting meeting in Lawrence.
- Good information and smart growth overviews were provided at the EPA workshop on June 16, 2011.
- Billy Warren was congratulated on receiving his Eagle Scout status.
- First Parish Church hopes to be finished with the steeple work by September or October. Then the clock work will begin.

Selectman Wojtas:

- The granite marker was installed at Heart Pond last Saturday.

- The Chelmsford Land Trust held their re-dedication ceremony for Bartlett Park which was very well attended.
- A ribbon-cutting event was held for "Life Links", a new facility on Mill Rd.
- LRTA busses will have bike racks installed on them by the end of the summer.
- Local historian Cliff Choquette passed away at 95 years old.
- Wednesday band concerts will begin at 6:30PM at the McKay library.
- Residents were asked for assistance in cleaning up after the free concert on the common on July 2, 2011. The Chelmsford Military Community Covenant will have drinks available, and the Parade Committee will be selling raffle tickets.

Selectman Dixon:

- Residents were encouraged to enjoy the July 4th weekend events.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: May July 11, 2011.

Motion: by Selectman Wojtas to adjourn this meeting at 8:40PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Cal Ripkin Eastern Mass. State Tournament Information Sheet
- BPAC Bicycle Helmet Announcement flyer
- Chelmsford Farmers Market Flyer
- Chelmsford Parade Committee Concert flyer, events listing
- List of committee vacancies
- Brochure regarding Police Dept. Accreditation and memo of June 17, 2011
- Professional profile information regarding new Building inspector
- License information for Turtle Creek Winery and Westport Rivers, Inc.
- Sewer Commission summary report
- Performance Goals for Town Accountant
- Supporting documents for Hi-Way Farm Market
- Supporting documents regarding a Pole Petition on Smith St.
- Bid Award memo from June 21, 2011 for Sunny Meadow Farm Parking Lot and Trail Project
- Memo of June 23, 2011 and transaction confirmation regarding Natural Gas Supply contract
- List of Town Manager appointments
- List of Board of Selectmen Appointments
- Draft minutes of April 25, 2011 and June 13, 2011
- List of Board of Selectmen Goals 2011-2012

- Supporting information for Senate bill 1650 and House Bill 765
- Supporting documents regarding Wheelabrator settlement
- Keno-to-go announcement for Chelmsford Mobil Mart
- supporting information for roadway easements at assorted locations

JULY

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, July 11, 2011

Time:

7:00 pm

Location:

Town Offices

Name of Building

50 Billerica Rd

Room Number:

204

Street Address

Town Clerk's Signature

Stephen H. Diney

Clerk/Bd. Member & Date

J. Diney 7/7/11

RECEIVED

2011 JUL -7 AM 9:16

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Thursday, July 14, 2011

Time:

6:00 pm

Location:

Chelmsford Memorial Home Park

Room Number:

Name of Building

270 Littleton Rd.

Street Address

John J. Delaney

J. Delaney 7/7/11

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 JUL -7 AM 9:30

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
JULY 11, 2011

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Open Session

Committee Vacancies

Scheduled Business

Sue Rosa – Project Interface

Permanent Building Committee

- Town Halls Bid Awards
- Vote to Authorize Project Funding Agreement for school projects

Tom Gilroy – Secure Communities Program

7:30 p.m. Continuation of Public Hearing – Hi-way Farm Market, transfer of License

Town Council Interviews

- Kopelman & Paige
- Murphy, Hesse, Tomey & Lehane
- Miyares & Harrington

Town Manager Reports

- Deadline for submission of articles for Fall Town Meeting

Board of Selectmen Appointments

- Military Community Covenant

Meeting Minutes

- Regular Meeting Minutes – May 23, 2011
- Regular Meeting Minutes – June 6, 2011

Unscheduled Business

- Town Manager Performance Appraisal
- Town Manager Employment Agreement
- Talbot Estates Conservation Restriction

Selectman Referrals

Press Questions

Executive Session

Next Regular Meeting: July 25, 2011

RECEIVED
2011 JUL -7 AM 9:16
TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

RECEIVED
JAN 10 1964
U.S. AIR FORCE

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
July 11, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Open Session

Lynn Marcella and Jeff Hardy spoke on behalf of the Parade Committee to thank them for a great day on July 4, and to present a new American Flag and POW flag for the new flag pole to be installed in the Town Center.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

Sue Rosa-Project Interface

Ms. Rosa explained this is a new free mental health resource available to residents to access appropriate services. The service can be reached by calling 617-332-3666 ext. 411 or 1-888-244-6843 ext. 411 or through their website at www.projectinterface.org. The program has been made available through donations by multiple non-profit agencies.

Permanent Building Committee

Town Halls Bid Awards

Pat Maloney provided additional information to the Board. The recommended contractor is M. O'Connor Contracting, Inc. which is the same contractor whom was low bidder in the previous bid. They have expertise in historical restoration and preservation and have done multiple projects in town. Two alternate quotes were provided to allow aluminum vs. copper on the windows. They would like to begin work as soon as possible to be finished by June, 2012.

Motion: by Selectman Hanson to approve the Permanent Building Committee's recommendation to accept the bid award for the Town Halls projects to M. O'Connor Contracting, Inc. of Roslindale, Ma. in an amount not to exceed \$4,136,700.00 with Alternate

bids as presented, not to exceed 4,136,400.00. Seconded by Selectman Lane. **Motion carries, unanimous.**

Vote to Authorize Project Funding Agreement for school projects

A requirement of the funding for these projects requires a vote of the Board to accept the agreement. Mr. Maloney expects 50% of the expenses will be reimbursed under the Massachusetts School Building Authority's Green Repair Program.

Motion: by Selectman Hanson to authorize the Town of Chelmsford to enter into and be bound by the Massachusetts School Building Authority "Project Funding Agreement" (PFA) under the Green Repair Program for the High School Window Project and the Byam School Roof Project and that the Town Manager, Paul Cohen be the designated signatory to execute the PFA on behalf of the Town. Seconded by Selectman Lane. **Motion carries, unanimous.**

Sue Gates, 7 Trotting Rd., wished to thank the Board and Town Manager for their support of the Town Halls Projects. She looks forward to working with everyone.

Police Chief Jim Murphy-Secure Communities Program

Chief Murphy spoke on Tom Gilroy's behalf, as Mr. Gilroy was not present. Chief Murphy explained the program is run by Homeland Security and Immigration and Customs Enforcement(ICE), and allows the local police department to share finger prints of arrested suspects with ICE and run through the Department of Homeland Security databases as well as those maintained by the FBI. Through this process, ICE is automatically notified of individuals in custody who may be immigration law violators so that it can take action, if appropriate. Chief Murphy noted this is not a big problem in Town and Boston is the only community doing this presently. The program has not been approved by the Governor however ICE has indicated that it will move forward anyway and that it welcomes any law enforcement agencies and/or cities and town that want to participate. There is no cost to opt into the program, more information on success rates is available online. Details are still being worked out by ICE and Homeland Security.

Continuation of Public Hearing-Hi-way Farm Market, Transfer of License

Motion: by Selectman Hanson to continue the hearing for Hi-way Market, Transfer of License to July 25, 2011 at 7:30PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Counsel Interviews

Kopelman and Paige

Atty. Leonard Kopelman explained his firm has represented the Town for the last 16 years, and they would like to continue doing so, especially as they are handling several large cases now. They charge \$180.00/hour flat fee, and do not charge for paralegal work unless it is unusually involved. Lauren Goldberg has experience training Town Clerks. Selectman Kurland listed several issues he had with the firm. Atty. John Giorgio answered Selectman Kurland's concerns, and stood behind his advice that the Board acted appropriately regarding 9 North Rd. and that the preservation restriction as worded was not violated. He apologized for overlooking a settlement

offer that was inserted at the end of a lengthy e-mail, and noted that appointed or elected officials do not have a libel or slander defense, therefore a cease and desist letter could not be issued without creating a frivolous claim. Atty. Giorgio explained his firm can provide a variety of services in a cost effective way, and they currently represent 119 other communities.

Murphy, Hesse, Tomey, & Lehane

Atty. John Flynn explained his firm has 30 years' experience in many fields of law. His Firm currently is counsel for the School Committee, and has been for 10 years. Each attorney's expertise was listed, and the firm's philosophy is to minimize exposure to litigation through frequent meetings and preventative maintenance. Their rates are \$175.00/hour, \$85.00/hour for paralegal work, and they do bill by tenths of hours. They would provide 15 hours free to review cases, and a free quarterly meeting. They provide services to help train town clerks, and they have had no issues in communities where they represent both the Town Government side and the school department side.

Miyares & Harrington

Atty. Tom Harrington explained his firm represents 15-20 communities throughout the state, and they specialize in municipal law. A named partner would be doing most of the work, and as a smaller firm, they could become very familiar with issues concerning the Town. Atty. Nicholas Anastasopoulos specializes in labor issues, and works for a separate firm, Mirick O'Connell, but partners with this firm. He has worked on labor issues in connection with the police department. Atty. Harrington explained that the first month of service would be free while work is transitioned, and they would work with each Board to review policies and procedures. They would provide an annual seminar for each Board for no fee, and would be able to help train the new Town Clerk. Travel time is included in their rates; work done by their support staff is not billed. Paralegal work is charged \$165.00/hour.

Selectman Dixon explained a decision would be made at the next Board meeting.

Town Manager Reports

Deadline for Submission of Articles for Fall Town Meeting

Mr. Cohen explained the deadline for petition articles is August 1, 2011.

Other Reports

The Town Clerk's position will be advertised next week. A decision will be made after Labor Day.

The Governor signed the State budget today. A potential exists for additional local aid, which would be announced in September. There is no need to meet to address overages in the budget at this time.

Auditors will be coming in to complete the Town's balance sheet, which will be submitted to the state.

There will be three vehicles available to respond to Advanced Life Support (medical emergency) calls, which should reduce response time from 14 minutes to 7 minutes.

The request to re-open South Fire Station will be heard at Fall Town Meeting.

Water Treatment Agreement negotiations with the City of Lowell are still pending.

The first “green” town vehicle was delivered today. It is a Ford Focus.

Public Safety responders were thanked for their efforts in calls at Freeman Lake and the wooded area by Rt. 495.

Mr. Cohen will meet with the Insurance Committee and employee groups to discuss health insurance reforms that were recently passed by the Governor. Discussions could create some cost savings, which would be returned to the General Fund.

Board of Selectmen Appointments **Military Community Covenant Task Force**

Motion: by Selectman Hanson to appoint Brian Fredriksson, Jim Curley, and Pat Wojtas to the Chelmsford Military Community Covenant Task Force, each with terms to expire on June 30, 2014. Seconded by Selectman Lane. **Motion carries, unanimous.**

Meeting Minutes **Regular Meeting Minutes-May 23, 2011**

Motion: by Selectman Hanson to approve the regular Meeting Minutes of May 23, 2011 as amended. Seconded by Selectman Lane. **Motion carries, unanimous.**

Regular Meeting Minutes-June 6, 2011

Motion: by Selectman Hanson to approve the regular Meeting Minutes of June 6, 2011, as amended. Seconded by Selectman Lane. **Motion carries, unanimous.**

Unscheduled Business

Talbot Estates Conservation Restriction

The Board was requested to endorse and sign the Conservation Restriction for part of a 4.6 acre sub-division. The document has already been approved by the Conservation Commission.

Motion: by Selectman Hanson to endorse the Conservation Restriction for Talbot Estates, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Performance Appraisal

Selectman Kurland described the process used for the evaluation, and noted that the Town Manager has consistently exceeded levels of performance. Accomplishments included an improved bond rating for the Town, cash reserves were increased, negotiation of health insurance benefits that saved money, successful negotiation of collective bargaining agreements, continued pursuit of funding for "green" community opportunities, pursuing clean-up for a site on Katrina Rd., obtaining funding to allow for additional staffing for the Fire Department, negotiating with Zoll Company and convincing them to stay in Chelmsford, efforts toward re-districting, continued efforts to address the Center Fire Station, and progress with the restoration of both Town Halls. Additional efforts included obtaining an electronic voting system for Town Meeting, transferring over 15 parcels into conservation protection, obtaining State approval for an economic target area, following through on Master Plan Implementation, a 5-year information technology plan and collaborative efforts on a plan for the Stop & Shop Plaza. Additional efforts at saving the Town funds during the economic downturn were also noted. The Town Manager will receive a 2% salary increase.. Selectman Wojtas noted that comments from the Town Counsel applicants showed Mr. Cohen was a very good Town Manager. A goal to work on involved more timely and complete communication.

Motion: by Selectman Hanson to approve the Town Manager's Performance Appraisal as presented. Seconded by Selectman Kurland. Selectman Lane abstained, all others in favor. **Motion carries.**

Town Manager Employment Agreement

The Board noted a six month advance window for the Town Manager's Contract in which to indicate intentions on renewal. The Board wished to renew the Town Manager's contract early, based on their desire to keep him in Chelmsford in light of all the positive accomplishments completed for the Town over the last several years during difficult economic times. The new contract includes an additional \$100.00/month car allowance, and a waiver of the residency requirement.

Motion: by Selectman Hanson to approve the Town Manager's Employment Contract for a three year term to expire June 30, 2014, as presented. Seconded by Selectman Lane. Selectman Wojtas opposed, all others in favor. **Motion carries.**

Selectman Wojtas explained she would have preferred the current contract be allowed to complete before a new contract was issued. Mr. Cohen thanked the Board for their comments and support, noting that he finds his job a challenging and unique experience, and that he is willing to stand by the Town.

Selectmen Referrals

Selectman Kurland:

The Parade Committee was thanked for a wonderful July 4 weekend event.

Gwen Makepeace was thanked for organizing an event for discussing the recall for Wayside at Chelmsford residents.

The Dog Rally at Walgreens was an interesting event, and he hopes it's done again.

The Farmers Market will be open every Thursday on the common, from 2-6PM.

Selectman Lane:

The July 4 Parade was great.

The Farmers Market was well attended last week, but more advertising is needed.

First pitches at the Cal Ripken Tournament were thrown by Selectman Dixon and Mr. Cohen.

A status was requested for the manhole issue on Thomas Dr. Mr. Cohen explained that the basin will be repaired within two weeks. DPW had a lot of work they were trying to finish before June 30.

Mr. Cohen also met with Walter Hedlund to discuss last minute changes at some of the July 4 weekend events, most notably the moving wall, which was a last minute development. Improved logistics and communication efforts between committees will be discussed after Labor Day.

Selectman Wojtas:

Residents were reminded that the Town Clerk's office is open until 8PM on Wednesday, July 13 for people that wish to register to vote, or to vote absentee. The last night to register to vote in the August 2nd election is that night (July 13).

The Chelmsford Military Community Covenant was able to raise \$200.00 at the Rick Larrimore Concert on July 2, 2011.

Chris Tribou celebrated his Eagle Scout Ceremony on July 10, 2011 and was congratulated. Mr. Tribou resides in Billerica, and his project was to create the tree nursery at Sunny Meadow Farm in Chelmsford.

The library will hold its first "Jelly" event on July 15, 2011 from 11:30-4:30. The event is a social for people to get together and finish projects they're working on.

Selectman Hanson:

The Parade Committee was thanked for a great time on July 4th weekend.

Office hours will be held at the Java Room on Thursday from 5-6PM.

Chairman Dixon:

Mike Donoghue was thanked for his efforts in organizing the Cal Ripken Baseball tournament. The fields looked excellent and the kids had a great time.

The Chelmsford Open space Stewardship was thanked for its work with Varney Park Playground and Roberts Field. COSS is currently seeking volunteers, interested people may contact Trish Dzuris in the Town manager's office.

The July 4th parade was great.

Press Questions

Rita Savard, Lowell Sun, asked the purpose of voting to renew the Town Manager's contract a year early. Chairman Dixon explained the Board was interested in securing Mr. Cohen for several more years and no message was intended. Selectman Kurland asked how many towns could say their bond rating was improved during a recession. Selectman Lane noted Mr. Cohen's continued ability to do more with less, and compared the decision to popular athletes whose contracts are commonly renewed early as a way to keep them where they are. Ms. Savard requested a copy of the evaluation and contract, which was provided.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: July 25, 2011.

Motion: by Selectman Hanson to adjourn this meeting at 9:55PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Project Interface flyer
- Committee Vacancies
- Bid list for Town Halls Projects
- Motion wording for school projects
- Information regarding Secure Communities
- Hi-way Farm Market License Transfer information
- Information regarding Kopelman and Paige Law firm, Murphy, Hesse, Toomey & Lehane law firm and Miyares and Harrington law firm
- Fall Annual town Meeting Public Notice
- Committee Applications for Brian Fredriksson and Jim Curley
- Draft meeting minutes for May 23, 2011 and June 6, 2011
- Talbot Estates Conservation Restriction
- Town Manager Performance Review and contract



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
JULY 14, 2011

RECEIVED

2011 JUL 12 PM 3:50

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Chelmsford Mobil Home Park
270 Littleton Road

6:00 p.m. Meet with Mobil Home Park Residents to discuss concerns

Next Regular Meeting: July 25, 2011

*** This meeting is not televised. ***

RECEIVED

JUL 13 PM 3:20

TOWN OF WESTPORT
ELIZABETH, NEW JERSEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen-Meeting Minutes
270 & 288 Littleton Road
Chelmsford Mobile Home Park
Chelmsford, MA 01824

**Meeting Minutes
July 14, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager
Samuel Chase, Chairman, Board of Assessors

Call to order

Meeting called to order at 6:17PM.

Resident Question and Answer Session

Various questions were asked by residents of the Chelmsford Mobile Home Park and answered by Town Officials and Board Members.

Adjournment:

Meeting was adjourned at 7:35PM

Respectfully Submitted,

Jim Lane
Clerk

List of Reference Documents:

N/A



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
JULY 25, 2011

RECEIVED

2011 JUL 21 PM 2:51

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Open Session

Committee Vacancies

Scheduled Business

Thai Jasmine – Change of Hours

St. Vartanantz One Day Licenses:

Beer & Wine License, August 7, 2011

All Alcohol License, September 10, 2011

All Alcohol License, September 24, 2011

All Alcohol License, October 5, 2011

Beer & Wine License, November 11, 2011

One Day Beer & Wine License – Congregation Shalom, August 20, 2011

7:30 p.m. Continuation of Public Hearing – Hi-way Farm Market, transfer of License

Town Manager Bid Awards

- Center Sewer Project

Town Manager Reports

- Mass Development Brownfield's Site Assessment Grant
- Economic Target Area
- Route 3 Sound Barrier

Town Manager Appointments

- Parade Committee

Board of Selectmen Appointments

- Town Counsel

Meeting Minutes

- Work Session Minutes – April 25, 2011 X done 6/27
- Work Session Minutes – June 20, 2011
- Regular Meeting Minutes – June 27, 2011
- Mobile Home Park – July 14, 2011

Unscheduled Business

- Legislative Redistricting Proposals
- Adoption of Municipal Health Insurance Reform Law

Selectman Referrals

Press Questions

B.O.S. Meeting Agenda

July 25, 2011

Page 2

Executive Session

Next Regular Meeting: August 8, 2011

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
July 25, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Not Present: James Lane, Clerk

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:03 PM.

Open Session

Leonard Doolan announced the Chelmsford Rotary was holding a blood drive at St. John's the Evangelist Parish in North Chelmsford on July 27, 2011 from 1:30-7:30PM.

Stefani Bush, Co-Chair of Choose Chelmsford wanted to remind residents to vote on August 2, 2011. A pre-election rally will be held on the Common on July 30, 2011 from 12-2PM.

Dennis McHugh, 62 Dalton Rd., felt the recall is based on inaccuracies as the preservation restriction (for 9 North Rd.) was poorly written, and this is not the present Board's fault. The State Ethics Commission has noted no issues, and a Land court Judge has noted that the preservation restriction as written is not effective to control development. Voters should focus on whether someone did something wrong.

Sam Chase, 5 River Meadow Rd., former Selectman, explained Mr. Van Liew has been accusing public officials of being corrupt for the past four years through distortions of facts, conspiracies and propaganda. Mr. Chase asked voters to Vote "no" on the recall ballot.

Phil Stanway of the Chelmsford Open Space Stewardship listed multiple projects where the Town has promoted open space and recreation areas such as Friendship Park, Cynthia Moores Park, Sunny Meadow Farm, Heart Pond and George BB Wright Reservation. Board members were presented with a badge given to active stewards. Chairman Dixon thanked the Stewardship for their work, and hopes more people will become involved.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

Thai Jasmine, Change of Hours

No one was present for the applicant. Mr. Cohen explained the applicant wishes to eliminate a mid-afternoon break in business hours.

Motion: by Selectman Hanson to change the hours for Thai Jasmine Restaurant from 11:00AM-2:30PM, 5:00PM-11:00PM Seven days a week to 11:00AM-11:00PM Seven days a week, to be exercised on the premises at 313 Littleton Rd. Seconded by Selectman Kurland. **Motion carries, unanimous.**

St. Vartanantz One-Day Licenses:

Beer and Wine License, August 7, 2011

All Alcohol License, September 10, 2011

All Alcohol License, September 24, 2011

All Alcohol License October 5, 2011

Beer and Wine License, November 11, 2011

Carol Hildebrand was present for the applicant, and she is TIPS certified.

Motion: by Selectman Hanson to approve the five One Day Licenses listed below to St. Vartanantz Church:

August 7, 2011: Annual Church Picnic-Beer and Wine License-12:00 noon-6PM

September 10, 2011: Cabaret night-All Alcohol Beverage License-6:00PM-11:00PM

September 24, 2011: Veterans Scholarship Dinner-All Alcoholic Beverages-6:00PM-11:00PM

October 5, 2011: Scholarship Golf Tournament-All Alcoholic Beverage-3:00PM-10:00PM

November 11, 2011: Beer and Wine Tasting-Beer and Wine License-6:00PM-10:00PM

To be exercised on the premises at 180 Old Westford Rd. Seconded by Selectman Kurland.

Motion carries, unanimous.

One Day Beer and Wine license, Congregation Shalom, August 20, 2011

Selectman Kurland announced he is a member of this Congregation, recused himself from the hearing and left the meeting. Dennis McHugh was present for the applicant. TIPS certification will be submitted; the event is a Comedy Night.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License for Congregation Shalom for August 20, 2011, 6:00PM to 12:00 midnight, to be exercised on the premises at 87 Richardson Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectman Kurland returned to the meeting.

Continuation of Hi-way Farm Market Public Hearing, transfer of License

The hearing will be continued while the applicants await the Judge's decision.

Motion: by Selectman Hanson to continue the Hearing for Hi-way Farm Market-Transfer of License-to August 8, 2011, 7:30PM. Seconded by Selectman Kurland. **Motion carries, unanimous.**

Town Manager Bid Awards

Center Sewer Project

The bid is to replace undersized sewer pipe, which was installed prior to the Town deciding to become completely sewerred.

Motion: by Selectman Hanson to approve the Town Manager's bid award for the Center Sewer Project to C. Naughton Corp., in an amount not to exceed \$51,000.00. Seconded by Selectman Kurland. **Motion carries, unanimous.**

Town Manager Reports

Mass Development Brownfield's Site Assessment Grant

Mr. Cohen explained the building at 27 Katrina Road would be demolished beginning on August 1, 2011. The process will take about two weeks, during which the Rail Trail will be closed for periods of time. The Town has received another grant award for \$93,003.00 for continued efforts with the clean up and redevelopment of this site.

Economic Target Area

Mr. Cohen announced that the entire Town has been approved by the State to be an Economic Target Area. This should encourage job creation through tax credits. Evan Belansky was thanked for his efforts in making this happen.

Route 3 Sound Barriers

Mass. DOT has informed Mr. Cohen that the bid was awarded to R. Zoppo Corp. to complete this project, which should take about a year to complete. The lanes on this section of Rt. 3 will need to be shifted.

Other Reports:

State Accreditation for the Police Department has been re-scheduled to August 8 & 9, 2011.

The deadline to submit Citizen Petition Articles for Fall Town Meeting is August 1, 2011.

Work is starting on the town Halls. The Food Pantry has been relocated, and new signs have been installed.

Electric Vehicle charging stations will be installed at the Public Library and behind the North Fire Station. 25 Communities won this grant. The stations will be open 24 hours, and interested people pay a fee to charge their vehicle. The process takes about 4 hours.

The new building inspector will be addressing violations at 301 Littleton Rd.

Town Manager Appointments

Parade Committee

Motion: by Selectman Hanson to approve the Town Manager's appointment of James Cullen, Janet Granata, Henry Hamelin, Jeffrey Hardy, Kathy Kelley, Charles Marcella, Lynn Marcella, Brian Reidy, and Rick Romano to the Parade committee, for a term to expire July 31, 2012. Seconded by Selectman Kurland. **Motion carries, unanimous.**

Board of Selectmen Appointments

Town Counsel

Motion: by Selectman Kurland to award the contract for Town Counsel services to Murphy, Hess, Tomey and Lehan Law firm. Motion was not seconded.

Motion: by Selectman Hanson to award the contract for Town Counsel to Kopelman and Paige Law firm for a term to expire June 30, 2012. Seconded by Selectman Wojtas. Selectman Kurland opposed, all others in favor. **Motion carries.**

Selectman Kurland acknowledged that Kopelman and Paige has done many good things for the town, but had recently failed to send a letter as requested and failed to notify the Board of a settlement offer. Selectman Kurland suggested that just as the auditors are changed to "provide a fresh set of eyes", so should Town Counsel be changed. Selectman Wojtas acknowledged there have been questions raised on advice provided by present counsel, but they are familiar with the town, and it would serve the Town best to continue with their service. Selectman Hanson agreed to support the present Counsel, as this one incident is unfortunate in light of other work that has been done. Selectman Hanson felt the firm would be more vigilant in the future. Selectman Kurland argued that three mistakes are too many, and legal fees are being spent unnecessarily. Selectman Dixon is supporting the appointment of the present counsel on the advice of another Board that approached him without solicitation.

Meeting Minutes

Work Session Minutes-June 20, 2011

Motion: by Selectman Hanson to approve the Work Session Meeting Minutes of June 20, 2011. Seconded by Selectman Kurland. **Motion carries, unanimous.**

Regular Meeting Minutes-June 27, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of June 27, 2011 as amended. Seconded by Selectman Kurland. **Motion carries, unanimous.**

Mobile Home Park-July 14, 2011

Motion: by Selectman Hanson to approve the Mobile Home Park Meeting Minutes of July 14, 2011 as presented. Seconded by Selectman Kurland. **Motion carries, unanimous.**

Unscheduled Business

Legislative Redistricting Proposals

Selectman Kurland provided background information on the meetings that took place for this Committee. Multiple scenarios were researched, and the easiest plan to implement involved having two representatives for Chelmsford. Representative Arciero would represent precincts 1,4,5,7 and 9, while Representative Golden would represent precincts 2,3,8, and 6.

Representative Arciero would give up the Town of Littleton, and Representative Atkins would give up Chelmsford for Littleton. Representative Nangle would no longer represent Chelmsford. Selectman Kurland requested that a letter be sent from The Board advocating this plan to legislators in Boston.

Motion: by Selectman Hanson to approve the recommendation of the Chelmsford Re-districting Committee that a two State Representative proposal be presented to the State Legislative Redistricting Committee, to send a letter of support of this proposal and that an in-person presentation be scheduled in Boston. Seconded by Selectman Kurland. **Motion carries, unanimous.**

Adoption of Municipal Health Insurance Reform Law

This legislation has now been signed by the Governor, and will allow cities and towns to modify employee health plans without going through the full collective bargaining process. Since it is a local option statute, it will need formal approval of the Board. Mr. Cohen noted that Westford has already approved the statute.

Motion: by Selectman Hanson to accept legislation under MGL Chapter 69 regarding the Health Insurance Reform Acts of 2011 as approved by the State Governor. Seconded by Selectman Kurland. **Motion carries, unanimous.**

Selectmen Referrals

Selectman Kurland:

- Residents were reminded to vote in the Special election being held on August 2, 2011.
- A rally on the Town Common will be held on July 30, 2011 from 12-2PM.
- Selectman Kurland will be attending Zack Shepard's Eagle Scout Court of Honor on July 30, 2011, at 1PM.
- The Chelmsford Open Space Stewardship was acknowledged for their remarkable work at Sunny Meadow Farm.
- The Redistricting Committee was thanked for their hard work

Selectman Wojtas:

- Angelo Taranto was congratulated for receiving a Lifetime Achievement Award from the Massachusetts Association of School Committees.

- Mr. Cohen reported that solid waste tonnage has been reduced by 15% to date this year, and recycling has increased by 26%. Paper prices have increased, and the Town may see some revenue from recycling paper.
- Lloyd Green passed away recently, and will be missed. Mr. Green maintained the first grist mill in Chelmsford, on Mill Rd.

Selectman Hanson:

- The School Committee has announced that new Advanced Placement classes will be offered, and guidance counsellor staff will be increased.
- Weekly office hours will be held at the Java Room on Thursdays, 5-6PM.

Selectman Dixon:

- Selectman Kurland and the Legislative Re-districting Committee were thanked for their work.
- Mr. Taranto was again congratulated.
- Residents were asked to vote on August 2, 2011.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Hanson to adjourn to Executive Session, not to return to Regular Session, for the purpose of discussing strategy with respect to litigation. Seconded by Selectman Kurland.

Roll Call Vote:

Selectman Kurland: Aye

Selectman Dixon: Aye

Selectman Hanson: Aye

Selectman Wojtas: Aye.

Regular Session was adjourned at 8:07PM.

Next Regular Meeting: August 8, 2011.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Memo for Thai Jasmine dated July 5, 2011
- License Applications for St. Vartanantz Church
- License Application for Congregation Shalom
- Supporting documents for Hi-way Farm Market
- Memo of July 19, 2011 for Center Sewer Project Bid Award
- Letter from Mass Development of July 12, 2011 regarding 27 Katrina Rd.
- Resolution for the town of Chelmsford becoming an ETA

- Letter from Mass. DOT of July 18, 2011 regarding Rt. 3 Sound Barrier
- Appointment List for the Parade Committee
- Summary information from the Chelmsford Redistricting Committee
- Draft Minutes of June 20, 2011, April 25, 2011, July 14, 2011, and June 27, 2011
- Information regarding the Municipal Health Insurance Reform Act

AUG

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Town Board of Selectmen

Date of Meeting: Monday, August 8, 2004 Time: 7:00 pm

Location: Town Office

Room Number: 204

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

Robert H. Diney

T. Diney 7/21/11

RECEIVED

2011 JUL 21 PM 2:40

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Town of Danvers

Date of Meeting: Monday, August 22, 2011 Time: 7:00 p.m.

Location: Town Office

Name of Building

Room Number: 214

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 JUL 21 PM 2:50

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Work
Session

Name Of Department or Board: Board of Selectmen

6:00 pm

Date of Meeting: Mon Aug 29, 2011 Time: 7:00 pm

Location: Town Office Room Number: 201

Name of Building

St. John's Building 7201

Street Address

Epiphany to Diney

Talbot 7/30/11

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 JUL 26 PM 2:21

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
August 8, 2011

RECEIVED

2011 AUG -4 PM 1:27

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

Open Session

Committee Vacancies

Scheduled Business

American Legion: Outdoor seating 8/20/11

Glenview Pub & Grill: Outdoor seating 8/27/11

Common Victualer License - Subway, Parkhurst Road

7:30 p.m. Continuation of Public Hearing – Hiway Farm Market, Transfer of License

Town Manager Reports

- Preliminary List of Fall Town Meeting Warrant Articles
- Line Striping
- List of Qualified Officers

Town Manager Appointments

- Historical Commission
- Council on Aging
- Town Clerk

Meeting Minutes

- Regular Meeting Minutes – July 11, 2011
- Regular Meeting Minutes – July 25, 2011

Unscheduled Business

- Schedule Public Information Session

Selectman Referrals

Press Questions

Executive Session

Next Regular Meeting: August 22, 2011

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

Regular Meeting MINUTES
August 8, 2011

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

No announcements were heard at this time.

Open Session

Bob Joyce, 103 Turnpike Rd. advised that the Westford Board of Selectmen is working on addressing parking issues along their part of the Rail Trail. To date, Westford residents have been told there is parking at Heart Pond in Chelmsford. Mr. Joyce asked if stickers could be issued identifying Chelmsford residents. Mr. Joyce has mentioned in previous meetings the issue of double and leaning utility poles. He has received no response from Mr. Gleason at Verizon. Mr. Cohen agreed to follow up; however, Verizon is currently on strike.

Fran McDougall, Precinct 1, thanked voters for supporting the Selectmen in the August 2nd special election.

Betty Delaney, Town Clerk, thanked everyone who helped out for the August 2nd special election.

Jim Pinder, Robin Hill Rd. presented the Board with a petition signed by 42 residents wishing to have the lines removed from the road that were painted by mistake. He does not agree with the Police Chief that the lines address a safety issue, but feels people will drive even faster along this road because of the lines.

George Hart, 21 Robin Hill Rd., explained cars will generally swerve to avoid pedestrians and will not swerve as much because of the lines. The road becomes narrow at the point where it meets High St. Selectmen Dixon and Lane met with neighbors on Saturday, and between 6-8 speed signs will be posted and the police department will be installing the speed monitoring box to determine vehicle speed data for Robin Hill Road.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

American Legion: Outdoor Seating August 20, 2011

Al Riccio was present on behalf of the applicant. This event has occurred annually for 15 years and generally attracts between 50-90 people. Proceeds from the event help veterans. The area will be fenced off, and many volunteers and staff will be present. This is the first year they have had to come before the Board and they have never had a problem in the past. Alcohol will be served inside the building.

Motion: by Selectman Hanson to approve Outdoor Seating to the American Legion for August 20, 2011 for the hours of 12:00PM-6:00PM to be exercised on the premises at 90 Groton Rd. Seconded by Selectman Lane. **Motion carries, unanimous.**

Glenview Pub and Grill: Outdoor Seating August 27, 2011

Sheila Vaughn and Stephanie Sampson were present on behalf of the restaurant. Additional parking has been made available by Silva's garage next door. Participants will have wrist bands, there will be cooking and beer only outside. Two 10'x10' tents will be erected. Selectman Wojtas requested a police detail because this is a first time event. Certificates on flammability will be obtained for the tents as requested.

Motion: by Selectman Hanson to approve Outdoor Seating for the Glenview Pub & Grill for August 27, 2011 from noon until 5:00PM, contingent upon providing the Building Inspector with evidence that the tent is flame retardant and upon securing a police detail. Seconded by Selectman Lane. **Motion carries, unanimous.**

Common Victualer License-Subway, Parkhurst Rd.

Jay Shah was present for the applicant. The restaurant will have 5 more seats than it did while it was Quizno's.

Motion: by Selectman Hanson to approve a common Victualer's License to Subway, d/b/a JHM Bros, LLC, with a seating capacity of 27, hours of operation 7:00AM-9:00PM Monday-Saturday, and 7:00AM-8:00PM on Sundays to be exercised on the premises at 83 Parkhurst Rd., Unit 15. Seconded by Selectman Lane. **Motion carries, unanimous.**

Continuation of Public Hearing, Hi-way Farm Market, transfer of License

Atty. Sean Dillon was present for the applicant. The restraining order filed by Mr. DiNapoli's counsel was vacated on July 27, 2011. The store has been operating since November, 2010 without incident. No further questions from the Board or the audience.

Motion: by Selectman Hanson to close the Public Hearing. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve the transfer of the All Alcoholic Package Store License from Vrouhas, Inc. d/b/a Hi-Way Farm Market to April-Lynne, LLC, Inc. d/b/a Highway Farm Market, to be exercised on the premises at 259 Littleton Rd. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Appointments

Historical Commission

Motion: by Selectman Hanson to approve the Town Manager's appointment of Lynne D'Errico to the Historical commission for a term to expire June 30, 2012. Seconded by Selectman Lane.

Motion carries, unanimous.

Council on Aging

Motion: by Selectman Hanson to approve the town Manager's appointment of H. Steve Flynn to the Council on Aging for a term to expire June 30, 2013. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Clerk

Mr. Cohen explained 15 applications were received and reviewed with Jim Pearson and Jeanne Parziale. Onorina Maloney was unanimously chosen to be the next Town Clerk. Ms. Maloney has experience in Groton and Natick; she would start in mid-September or early October. Ms. Maloney thanked everyone and looks forward to her new position.

Motion: by Selectman Hanson to approve the town Manager's appointment of Onorina Maloney to the position of Town Clerk. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Reports

Preliminary List of Fall Town Meeting Warrant Articles

The draft list of articles was read by Mr. Cohen, and could be changed. Articles 10 & 11 are land lease agreements for solar farms. The Town will not be involved with the solar equipment, only the lease of the land. The last two articles regarding Oak Hill can still be word-smithed and Town Meeting will decide whether to approve additional study of the land or make it permanently protected Conservation land moving control of the land from the Board of Selectmen to the Conservation Commission.

Line Striping

Mr. Cohen explained line striping is done every year and this year, High Street and Robin Hill Rd were not on the list but were striped by mistake. Mr. Pearson and Chief Murphy feel the striping increases public safety and should remain. Some residents of these areas wish to see the lines removed. Additional speed signs will be installed and speed enforcement will be increased, but no decision has been made regarding whether the lines will be removed. Selectman Kurland felt the lines should be removed based on the number of complaints he has received and due to the perception that public safety is actually decreased with the lines, as drivers are watching the lines, and not looking for pedestrians. Mr. Cohen is researching options and Chapter 90

requirements to clarify whether striping is appropriate in certain areas. Chairman Dixon and Selectman Lane noted that not all residents were unhappy about the striping.

List of Qualified Officers

In the event the Town Manager is unable to perform his duties for a period longer than 14 days, Police Chief James Murphy, DPW Director James Pearson and Finance Director John Sousa could be called upon to assume the Town Manager's functions. Selectman Lane suggested putting together a document to provide guidance and protocol for things that need to be done in the event the Town Manager is not available, becomes ill or incapacitated since the appointees receive no formal training. Mr. Cohen made note and will provide something back to the Board for review.

Motion: by Selectman Hanson to approve the Town Manager's List of Qualified Officers, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Vacate a Foreclosure Order-Hope St.

Motion: by Selectman Hanson to vacate the Foreclosure Order for Hope St. as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Other Reports

Demolition work began today on Katrina Rd., and should be finished by the end of the week. The Rail Trail may be closed temporarily on Wednesday August 10th for some asbestos removal. Once the building is gone, soil testing will begin to determine what remediation will be needed.

The Police Department Accreditation process began today.

Formal notice was received regarding the grant for the Electric Vehicle Charging Stations. Gary Persichetti will attend a meeting in Worcester for more information.

Notice was received on August 1, 2011 that the Westford Board of Appeals will open a hearing on August 17, 2011 regarding a Chapter 40B development on Route 110 that could consist of 200 units.

Draft guidelines have been issued regarding Health Insurance Plan design, comments are still being reviewed. If significant changes occur, the regulations may need to be re-voted on in a meeting in September.

Meeting Minutes

Regular Meeting Minutes-July 11, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of July 11, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Executive Session Minutes-July 25, 2011

Motion: by Selectman Hanson to approve but not release the Executive Session Meeting Minutes of July 25, 2011 as presented. Seconded by Selectman Wojtas. Selectman Lane abstained, all others in favor. **Motion carries.**

Unscheduled Business

Schedule Public Information Session

A Public Input Session will be held on September 19, 2011, at the Chelmsford Senior Center, beginning at 7PM.

Selectmen Referrals

Selectman Kurland:

- Zack Shepherd was congratulated for achieving his Eagle Scout status.
- The Town Clerk's office and staff were commended for their work on the August 2 election.
- A can drive will be held on August 9 and 13, 2011 to benefit the Friends of Music and the public schools at McCarthy Middle School.

Selectman Lane:

- The Board was congratulated for the results of the August 2nd election and the Town Clerk's office was thanked for their efforts.
- The DPW was thanked for resolving the manhole issue on Thomas Drive.
- The Chelmsford Open space Stewardship was thanked for their work at Friendship Park.
- Residents were reminded to visit the Farmers' Market held on the common every Thursday afternoon from 2-6PM thru October 6th.
- The Red Sox Mascot "Wally the Green Monster" will be at the Public Library on August 13, 2011 for Dads and Donuts.
- Selectman Lane visited the Community Gardens with Selectmen Dixon and they were beautiful.
- The Board was reminded of the goal to review policies and procedures, particularly ethics bylaws and public relations policy as it applies to proper responses.
- Participants of Pop Warner football were wished the best of luck in the upcoming season.
- The Chelmsford Police Department was wished well in their accreditation process.

Selectman Wojtas:

- The Town Clerk's office and staff were thanked for their efforts with the August 2nd election.
- Drop-off dates for the Chelmsford Public Library's Annual Book Sale being held in September are August 13th, 17th and 27th.

Selectman Hanson:

- All supporters of the August 2nd election were thanked for their efforts.
- Office hours will be held at the Java room on Thursday from 5-6PM for anyone wishing to ask questions.

Selectman Dixon:

- Betty Delaney was thanked for her service as Town Clerk and was wished well for her retirement.

-Good luck was wished to all football players and cheerleaders in the upcoming season.

Press Questions

Krista Perry, Chelmsford Patch asked how many signatures were on the Robin Hill Rd. petition. She was advised 42 people had signed the petition.

Monica Jimenez, Chelmsford Independent asked if there was a date by which the line issue on Robin Hill Rd. would be addressed. Mr. Cohen hoped to have the situation resolved within a month and that a comprehensive study would be undertaken regardless of the outcome of this situation. Chairman Dixon explained discussions with homeowners are still pending.

Executive Session

Motion: by Selectman Hanson to adjourn to Executive Session, not to return to Regular Session, for the purpose of discussing strategy with respect to litigation. Seconded by Selectman Kurland.

Roll Call Vote:

Selectman Kurland: Aye

Selectman Lane: Aye

Selectman Dixon: Aye

Selectman Hanson: Aye

Selectman Wojtas: Aye.

Regular Session was adjourned at 8:50PM.

Next Regular Meeting: August 22, 2011.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- list of Committee Vacancies
- Supporting documents for American Legion
- Supporting documents for Glenview Restaurant
- Supporting documents for Subway
- Supporting documents for Hi-way Farm Market
- Committee applications for Historical Commission and the Council on Aging
- Resume for new Town Clerk Onorina Maloney
- Draft Fall 2011 annual Town Meeting Warrant Articles
- memo of August 4, 2011 from Jim Pearson regarding road striping
- memo of August 4, 2011 from Paul Cohen regarding qualified officers
- draft meeting minutes of July 11, 2011

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

RECEIVED
2011 OCT 20 AM 10:21
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
August 22, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

Alan Greenhalgh 90th Birthday Recognition

Proclamation was read by Selectman Hanson. Proclamation was accepted by Peggy Dunn.

Open Session

John Tubridy, 45 High St. wished to thank the police department for traffic enforcement efforts by Fishbones restaurant. Mr. Tubridy requested a status on removing the lines painted on High St. and Robin Hill Rd. Chairman Dixon explained a traffic study is pending, and speed limit signs have been installed. Mr. Tubridy felt the lines change the character of the neighborhood, as many pedestrians use it and he would not want anyone getting hit by a car. Chairman Dixon stated a decision would be made at the September 12th meeting.

Christine McNamara, 67 High St. described traffic patterns on High St., and that motorists crossing the lines to avoid pedestrians that may not expect to be in the path of oncoming traffic.

Alan Kent, 72 High St. reiterated that High St. is a winding country road, and the lines make it more dangerous to pedestrians and bicyclists.

Committee Vacancies

A list of current vacancies was read by Selectman Hanson. Interested parties may apply through the Town Manager's Office.

Scheduled Business

Peggy Dunn-Art Walk Windows

Ms. Dunn explained she was looking for support and suggestions to hold this event in conjunction with Winterfest. Donna Berger provided a presentation to show how this event was organized in Lowell, where shops with large windows held the displays. Artists would begin

their displays in December and awards would be presented in February. A theme for this would be Chelmsford History. Mr. Cohen advised one of the buildings suggested for displays was planned for demolition which may start in the fall. Selectman Lane asked what shop owners could do if they didn't like the art being displayed. Ms. Berger explained there have been no such issues in Lowell to date but there would be communication between artists and shop owners. Selectman Wojtas suggested working with the Cultural Council for potential funding. Ms. Dunn has also spoken with a representative of the Chelmsford Business Association.

Public Hearing: proposed installation of a traffic signal and crosswalk at the intersection of Billerica Rd. and Elliot Rd. for a Town of Chelmsford Grant Application to the Massworks Infrastructure Program.

Mr. Cohen explained the application for this grant is due by September 6, and a decision would be made six weeks after. Business owners in the area have voiced a desire to have the crosswalk and signals installed. Work would begin in Spring 2012.

Audience Comments:

Bob Joyce, 103 Turnpike St., asked if this set of lights would be too close to other sets of lights in the area. Mr. Cohen advised a traffic study was still pending, but it did not appear to be too close. Selectman Lane asked if the crosswalk would be raised or painted; the plans at present are for the crosswalk to be painted. A permit would be required to complete the work. The signal would be appropriate for the hearing impaired.

A reconfiguration of Steadman St. by Golden Cove road is also being considered. There may be an opportunity to link Elliot St. to Alpha Rd in the future. Additional funding could come from Chapter 90 funds or the capital improvement account.

Motion: by Selectman Hanson to close the Public Hearing. Seconded by Selectman Lane.
Motion carries, unanimous.

Motion: by Selectman Hanson to support the Massworks Infrastructure Program Grant application to install a signal at Billerica Road and Elliot Street as presented, and to authorize the Town Manager to send the application. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Appointments
Conservation Commission

Motion: by Selectman Hanson to approve the Town Manager's appointment of John Souza to the Conservation Commission for a term to expire June 30, 2014. Seconded by Selectman Lane.
Motion carries, unanimous.

Town Manager Bid Awards
Contract Award for an Historic and Cultural Preservation Plan

One response was received for this proposal, and Mr. Cohen noted he has had a positive experience with this vendor in the past. Funding of \$20,000.00 for the Plan has been approved by the Community Preservation Committee.

Motion: by Selectman Hanson to approve the Town Manager's bid award to Community Opportunities Group for completing a Historical and Cultural Preservation Plan. Seconded by Selectman Lane. **Motion carries, unanimous.**

Contract Award for Auction Services

Two responses were received for this proposal. Services were requested due to some parcels of land having substantial value being taken for taxes that would be beneficial for the Town to auction rather than retain.

Motion: by Selectman Hanson to approve the Town Manager's bid award for auction services to the Zekos Group for a one year contract with the option to extend up to two additional years, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Reports

27 Katrina Rd. Award Letter and MOU

The building has been taken down without incident, and no rail trail closings were needed. The Lt. Governor will visit the site in September. Soil testing should be completed by Fall 2011. It is expected that the property will be marketed for sale in Spring 2012. Proceeds from the sale would go to the state, unless it is not sold within five years. A buyer can discuss additional funding for cleanup with the state.

Motion: by Selectman Hanson to authorize the Town Manager to sign the Memo of understanding with MassDevelopment for additional funding up to \$59,832.04 for remediation efforts relating to property at 27 Katrina Rd., for a total grant of \$152,835.04 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Second Review of Draft Warrant for Fall Annual Town Meeting

Additional articles have been submitted by the Bylaw Review Committee, the article for a Sewer Stabilization Fund has been added, and an Article for establishing a Post-Employment Benefits Liability Trust fund has been added. The Board will sign the final warrant in three weeks.

The Town Manager noted that NMCOC is working on a HUD Sustainable Communities grant application, and will be seeking the Board's endorsement in September.

The Town Manager reported that ten sewer enforcement letters have been sent to residents who are overdue for town sewer system installations.

Selectman Lane asked for an update on the Parkhurst Road/Smith Street project. The Town Manager indicated that the remaining items should be complete in September, noting that the relocation of utility poles is the final major issue.

Meeting Minutes

Executive Session Minutes-August 8, 2011

Motion: by Selectman Hanson to approve but not release the Executive Session Meeting Minutes of August 8, 2011, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Unscheduled Business

Vote to Change Group Health Insurance under MGL Chapter 32B Section 21-23

Mr. Cohen explained a new vote was needed to approve the final version of this legislation, which now requires municipalities to report any savings from changes to health insurance plans to the State.

Motion: by Selectman Hanson to support regulations under 801CMR 52.00 Municipal Health Insurance Benefits pursuant to MGL Chapter 32B, Subsection 21-23, as now presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Selectmen Referrals

Selectman Kurland:

- The annual 4-H Fair will begin on August 26, 2011.
- Office hours will be held at the Java Room on September 3, 2011 starting at 9AM for anyone wishing to speak with Selectman Kurland.

Selectman Lane:

- A Cancer Walk entitled "Free to Breathe" will be held on September 25, 2011, registration begins at 8am, at the Harrington Elementary School.
- Residents were reminded of the Board's Public Input Session being held at the Chelmsford Senior Center on September 19, 2011, starting at 7PM.
- Residents were reminded of the Farmers' Market being held every Thursday from 2-6PM.
- CPAL is sponsoring an Outdoor Family Movie Night on Thursday, August 25, at the McCarthy Middle School. This year's movie will be Madagascar II.
- Bus passes can be picked up on August 23-25.

Selectman Wojtas:

- The police department has won a grant for increased pedestrian traffic enforcement.
- The Middlesex Sheriff's Department held a safety camp which had its graduation ceremony on August 19, 2011.
- The next unwanted medication disposal event will be held on September 28, 2011 at the Lowell Health Dept. on Pine St.
- The Military Community Covenant installed a 'Welcome Home' banner for a local serviceman, for which all supporters were thanked.
- A memorial ceremony will be held on September 11, 2011 at Veteran's Park, commemorating the 10th anniversary of 9/11.

Selectman Hanson:

-Attendees of the Sheriff's Safety Camp were encouraged to share what they learned over the week.

-Office hours will be held on Thursday, August 25 from 5-6PM.

Selectman Dixon:

-Residents in the Robin Hill/High St. areas were reminded that the Board is working diligently to resolve the situation with lines in the road.

-The Board is also working with Williamsburg residents on flooding and the Pawtucket Falls dam issues

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: September 12, 2011.

Motion: by Selectman Hanson to adjourn this meeting at 8:24PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Proclamation for Alan Greenhalgh
- Committee Vacancies-list
- Chelmsford ArtWalk Proposal-presentation
- Info regarding Massworks Infrastructure program
- Committee Application for John Souza
- Info on Community Opportunities Group/proposal for Historic & Cultural Plan
- Memo of August 10, 2011 from John Sousa regarding Tax Possession Auction Services
- Letter of August 16, 2011 from MassDevelopment regarding 27 Katrina Rd.
- Second draft of Fall Town Meeting Warrant Articles
- Regulations for 801CMR 52.00 Municipal Health Insurance



CHELMSFORD BOARD OF SELECTMEN
WORK SESSION
MEETING AGENDA
August 29, 2011

RECEIVED
2011 AUG 25 PM 3:19
TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

6:00 p.m. Call to Order

Scheduled Business

- Affordable Housing Plan Production Discussion
- Lisa Lane Culvert
- Merrimack River Flooding Issues
- Line Striping
- Master Plan Implementation Status Report
- BOS Policies
- Town Meeting Warrant
- Lease of Agricultural Lands
- Ethics Bylaw
- Public Input Session Format

Meeting Minutes:

- Regular Meeting Minutes – July 25, 2011
- Regular Meeting Minutes – August 8, 2011

Next Regular Meeting: September 12, 2011

1997-1998
Bill and Ed
Lynn, MA
1997-1998

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Work Session Meeting MINUTES
August 29, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was not recorded.

Chairman Dixon called the meeting to order at 6:00 PM.

Scheduled Business

Affordable Housing Plan Production Discussion

Evan Belansky provided a PowerPoint presentation for the Board's information. Mr. Belansky noted several proposed projects were previously approved but were never built and are about to fall off the Affordable Housing Inventory. Two of the projects are still going through the appeal process. Chelmsford Housing Authority has been the major contributor to the inventory over the past five years, with no private development occurring. The recently completed Affordable Housing Report suggested that 194 units of mixed housing types would need to be built over a three-year period, potentially on the Oak Hill parcel. Four areas of this parcel were considered based on topography. This parcel has challenges with access to the site and bringing the necessary utilities into the site to support housing. Two warrant articles will be heard at the 2011 Fall Town Meeting regarding the Oak Hill parcel. The first to perform a master plan study for the parcel and the second to turn control of the land from the BOS to the Conservation Commission. Mr. Belansky encouraged planning for the future as large 40B projects could become a concern again in the next three years. Existing multi-family zoning districts in Chelmsford are currently built out. A state approved Housing Plan would delay public production of additional housing units; the next affordable deed restriction will expire in 2039, so there is time to plan. Mr. Belansky noted a recommendation in the Master Plan to promote the redevelopment of underutilized properties, of which a challenge will be the community's appetite for multi-family housing. If Oak Hill goes into conservation, the current 65-units/per year goal for creating affordable housing will not be met. In the current economy, there is no interest in development from private sources. The Town is working on sewer capacity considerations to accommodate future additional housing. Mill Rd. has five contiguous parcels, which have slope and ledge issues, but could also be considered for housing. Selectman Wojtas asked if the proposed Housing Advisory Board should be started. Mr. Belansky felt that with no active interest in development it was not necessary at this time. The Housing Plan created in 2005 was locally approved, but was not certified by the state, as there was no commitment to a building schedule.

What happens with UMass West Campus is not within the Town's control, as it is a state controlled parcel. It is unknown what will happen when the covenant on the Mobile Home Park expires. There is no legislative interest in 40B reform at this time. Some more changes will be done to the final Affordable Housing Report, and Mr. Belansky felt the Affordable Housing Committee did what it could with the task and regulations they were presented with.

Line Striping

A list of all currently striped roads was provided to the Board, and a map of this information was displayed. Mr. Cohen asked the Board to create a formal policy regarding line striping for roads. Jim Pearson, DPW Director, preferred to stripe all roads for increased visibility and safety. Police Chief Murphy felt many people use Robin Hill Rd. as a cut through road. He felt 30 MPH was a reasonable speed for this road. Data from a past speed study done at 120 Robin Hill Rd. was lost, and a second study was done at 113 Robin Hill Rd. The combined average speed traveling from Acton Rd to High St was 34.2 MPH, and the combined average for traffic going the opposite way was 37.6 MPH. Chief Murphy disagreed that the lines are causing people to speed. The lines increase visibility at night and remind pedestrians that they are on a traveled road, and should walk facing traffic. Bicyclists should follow traffic. Mr. Cohen asked the Board what additional information they would need in order to make a decision on policy for the meeting on September 12, 2011. The parking lot and at-grade crosswalk for Sunny Meadow Farm should be completed in two weeks. Signs will be installed on both sides of the crosswalk. Selectman Kurland raised concern about the perception of traffic on property values, and did not agree that Robin Hill was being used as a cut-through road.

Audience Comments:

George Hart, 21 Robin Hill Rd. provided a packet of information to the Board summarizing financial impacts to property values because of street lines. He felt an asset has been devalued because of lines put on the street by mistake.

Kathy Tubridy, Precinct 1 Town Meeting Representative and High St. resident noted that Map 7 of the 2010 Master Plan indicated that High St. and Robin Hill roads are not collector roads, but are listed as local roads. Drivers have always sped in this neighborhood; the lines make drivers focus on the lines, not on what's going on around them.

Dennis Ready, realtor, agreed that yellow lines indicate this is a busy street, and buyers tend to not want that.

Laurie Heaman, High St. resident and realtor reiterated that High St. has a country feel, which the lines have changed, and the lines promote speeding.

Mr. Cohen noted that accidents could happen on any road, regardless of lines. Mr. Pearson noted that residents did request a section of High St. be lined to call attention to the bike path that intersects there. Another section of High St. by Acton Rd. was also striped by request.

Chairman Dixon stated a decision would be made at the September 12, 2011 meeting.

Merrimack River Flooding Issues

Mr. Pearson explained there has been a request to close the berm opening at the old boat ramp, to prevent flooding coming in from the Merrimack River. Williamsburg residents were told that this will not stop the area from flooding as water will come in from other nearby points, and raises emergency access concerns. Closing the berm may require permits from the Army Corps of Engineers and/or the Conservation Commission, which would question flooding concerns. Mr. Pearson noted that the existing sewer lines were installed when the development was on a septic system. Even if the current access road is filled, flooding will continue, as the water will go somewhere. Chairman Dixon noted that if the culverts can't empty, the water would back up. Selectmen Lane and Dixon supported closing the berm. Selectman Kurland agreed the problem needs to be fixed. Mr. Pearson will start the application for a hearing with the Conservation Commission.

Lisa Lane Culvert

Mr. Pearson advised the culvert is not taking in as much water as it should because the bottom of the pipe has heaved upward. The pipe does not go over the road, so it was missed in the drainage study done during the 1980's. The Conservation Commission voted 4-2 to approve replacing the culvert at a June hearing; the two opposing members raised concerns about the size of the watershed area. Mr. Pearson did some research in Westford and found less water than expected, so he feels his original calculations were correct. Mr. Pearson hopes to bid out and do the construction in October 2011, and is considering installing pumps.

Dominic Breen, 23 Mansfield Dr., explained he has lived at this location for 14 years. Neighbors had mentioned previous flooding concerns, and in 2010 he was flooded out three times. One flood was severe enough to wash away an existing berm, which increased damage to his home. He was very upset to learn that this culvert was supposed to be addressed 20 years ago. A civil engineer he had to hire discovered that the berm was actually on a neighbor's property. Those issues will be resolved once the neighbor is satisfied that no further flooding will occur to his property. Mr. Pearson advised that the Lisa Lane culvert was approved by the Conservation Commission as a separate Notice of Intent from Mr. Breen's situation, which is still pending. Mr. Pearson felt the 2 proposed 30" pipes are adequate to handle the water in this area. Mr. Breen requested a copy of the plan, which Mr. Pearson agreed to provide once it has been completed.

Master Plan Implementation Status Report

The Master Plan Implementation Committee is looking for responses from the Board on the eight goals assigned to them.

There have been no developments on the commuter rail expansion. NMCOC has received a grant to study the situation, and it will continue to be monitored. Mr. Cohen has been trying to meet with the Chancellor of UMass to discuss West Campus, without success. As the University has been focusing on its operations in Lowell, it does not appear to be interested in addressing this parcel. Selectman Kurland offered to attend any future meeting, and Selectman Lane encouraged future partnering opportunities for whatever is done with the parcel. Oak Hill is being addressing at Fall Town Meeting. No action has been taken on a water supply study. Joint Board meetings will be scheduled for late September or early October. Regarding volunteer

coordination, Mr. Cohen noted difficulties in recruiting and keeping volunteers active and interested. A partnership on Affordable Housing has pending activity with the production plan, potential for an advisory committee, and potential for a trust fund. Selectmen Wojtas and Kurland agreed a trust is probably not needed, as the Chelmsford Housing Authority does a great job.

BOS Policies

Selectman Wojtas would like to change some policies that are currently not being followed, or are not feasible or necessary. Selectman Wojtas requested more time to review the agenda, with a requirement that no additional paperwork can be submitted after a certain time, to give Board members adequate time to review it. Applicants submitting paperwork on the night of a hearing makes it difficult for Board members to properly review. Mr. Cohen agreed to forward agendas to all Board members for comments, as opposed to sending it only to the Chairman. Selectman Wojtas suggested removing the policy on State Legislator reports, as the timing of Town Meeting makes it difficult for legislators to attend. Selectman Hanson will follow up on their response to letters sent regarding re-districting. The policy will be changed to request legislators to attend regular Board meetings rather than Town Meeting appearances. Selectman Wojtas will work to implement the Volunteer Recognition policy. A formal triennial review of tax policies is probably not needed, as they are reviewed each year during tax classification hearings, and other times as needed. The submission of maps will be deleted, as maps are not needed for many applications. Selectman Wojtas will submit suggestions for clarifying the policy for the Town Seal on all town-owned vehicles. Selectman Wojtas drafted replacement policy for traffic calming that can be reviewed by Police Chief Murphy. Mr. Cohen requested the Board to provide a policy for line striping that is specific and enforceable. Selectman Kurland agreed to draft a document based on MUTCD guidelines. Selectman Lane suggested reviewing policies for Liquor Licenses for Mixed-use package stores, and a rolling review of policy via a subcommittee. Selectmen Wojtas and Hanson agreed to form this sub-committee. Selectman Lane agreed to draft a media relation's policy.

Town Meeting Warrant

Mr. Cohen advised an article will be changed to establish a Liability Trust Fund to a Liability Stabilization Fund. The Board agreed to consider the change, as a stabilization fund offers more flexibility than a trust fund.

Lease of Agricultural Lands

Reference documents for the lease include a memo from August 2, 2011 from the Lincoln Agricultural Commission and a draft document for Sunny Meadow Farm. The Chelmsford Agricultural Commission does not wish to limit the lease to organic farming only. Mr. Cohen prefers to have one tenant take the lease, and if they wish to sub-lease it would be their option. Monies raised from the lease could be used to improve the land. Documents are still pending.

Ethics Bylaw

Selectman Lane suggested the policy on disclosures might need to be strengthened. Selectman Kurland felt the current law is adequate, since no one will wish to sit on a Board if the

requirements are too stringent. The policy sub committee will review the current ethics bylaws to determine if changes are necessary.

Public Input Session Format

There will be ground rules and a sign-in sheet for attendees. Mr. Cohen will make an introduction, and people can speak on the topic of their choice. Speakers will be asked not to be repetitive and to keep within a time limit.

Meeting Minutes

Regular Meeting Minutes-July 25, 2011

Motion: by Selectman Hanson to approve the regular Meeting Minutes of July 25, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Regular Meeting Minutes-August 8, 2011

Motion: by Selectman Hanson to approve the regular Meeting Minutes of August 8, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Next Regular Meeting: September 12, 2011.

Motion: by Selectman Hanson to adjourn the work session at 10:40PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully submitted,
Vivian W. Merrill
Recording Secretary

List of Reference Documents:

- Final Draft - Affordable Housing Plan
- Master Plan BOS Action items
- Draft policies to review
- Fall Town Meeting Warrant draft
- Draft lease for Agricultural lands
- Code of Ethics
- July 25, 2011 meeting minutes
- August 8, 2011 meeting minutes

SEPT

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Mon. September 12, 2011 Time: 7:00 pm

Location: Town Office Room Number: 204

Name of Building

South Building

Street Address

Stephen H. Delaney

T. Delaney 8/12/11

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 AUG 10 PM 4: 56

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Public Input
Session

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, September 19

Time:

7:00 pm

Location:

Senior Center 111 Main St

Room Number:

hall

Name of Building

75 x 40 ft. 101 Chatham St

Street Address

75 x 40 ft. 101 Chatham St 8/19/11

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 AUG 10 AM 11:03

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Mon, September 26, 2011 Time: 7:00pm

Location: Town Office Room Number: 204

Name of Building

Street Address

Stephen H. Delaney

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 AUG 10 PM 4: 56

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
September 12, 2011

Town Offices
50 Billerica Rd.

RECEIVED
2011 SEP -8 PM 5:13
TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Iva Mooney - Chelmsford Women of Today Proclamation
- Bernard Ready – Farm Fair

Open Session

Committee Vacancies

Scheduled Business

7:30 p.m. Public Hearing – Applebee's, Transfer and Pledge of License

Town Manager Appointments

- Cultural Council
- Economic Development Commission
- IT Capital Advisory Committee

Town Manager Reports

- Homeowner's Permitting Guide

Meeting Minutes

- Regular Meeting Minutes – August 22, 2011

Unscheduled Business

- Sign Warrant for Fall Annual Town Meeting
- Public Works Mutual Aid Agreement
- BOS Policies –Second Reading & Vote,
 - Section 1-2.11 State Legislative Action Reports
 - Section 2-1.5(f) Assessments for betterments
 - Section 2-2.5 Tri-annual review of Tax Policy
 - Section 3-1 Submission of Maps
 - Section 5-1 Traffic calming
- BOS Policies – First Reading, Liquor License
 - Road Line Striping Policy – First Draft
 - Closing time for establishments serving alcohol

Selectman Referrals

Press Questions

Executive Session

Next Regular Meeting: September 26, 2011

2011-2012-3 64 2-13

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

RECEIVED
2012 MAR -7 PM 2: 02
TOWN OF CHELMSFORD
ONORIN A. Z. MULLER
TOWN CLERK

**Regular Meeting MINUTES
September 12, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:07 PM.

Public Service Announcements

Chelmsford Women of Today Proclamation

Sandy Frye described the mission and purpose of the group and listed past achievements. Their next event will be Muffins with Santa on December 10, 2011 at the First Parish Church. The proclamation was read by Selectman Hanson, and accepted by Ms. Frye.

Farm Fair-Bernard Ready

Mr. Ready explained this event was being held on September 17, 2011 from 12-4 at 40 Byam Rd. and events were listed.

Open Session

Carol Russell, 55 High St. explained that she found 2 people in favor of the lines recently painted, and 144 people signed a petition opposing the lines. She thanked the Board and Town Manager for allowing residents to speak, and requested a motion to remove the lines.

Mary Curry, 40 High St. asked for the lines to be removed that were painted by mistake. She is now afraid to walk on the road, and walking is therapeutic for her.

Melissa Williams 114 Robin Hill Rd., asked for the lines to be removed as she now sees tractor trailers using the road where there were none before. She cited examples of steps taken in other communities to preserve rural character of neighborhoods.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Mr. Cohen added that a vacancy exists for the Finance Committee. Interested applicants may contact the Town Moderator.

Scheduled Business

Public Hearing-Applebee's Transfer and Pledge of License

Atty. Joseph Devlin spoke on behalf of Applebee's. The transfer is the result of a sale of part of their franchise, which is common in the industry. Managers, employees, restaurant layouts and the parent company in Massachusetts are remaining the same. Selectman Kurland noted that one of the applicants listed had a previous crime. Atty. Devlin explained this was an executive in California who had an OUI.

No comments were received from the audience.

Selectman Wojtas noted the application does not reflect a pledge of the license to Bank of America. Atty. Devlin presented a revised form which indicated the pledging of the license. Atty. Devlin advised that the ABCC also used Woburn as the corporation's central location, and he did not know why.

Motion: by Selectman Hanson to close the Public Hearing for Applebee's Restaurant. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve the Transfer and Pledge of License of All Alcohol Restaurant License from Applebee's Northeast, Inc., d/b/a Applebee's Neighborhood Grill and Bar to Apple New England, LLC, d/b/a Applebee's Neighborhood Grill and Bar, to be exercised on the premises at 50 Drum Hill Rd. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Appointments

Cultural Council

Motion: by Selectman Hanson to approve the town Manager's appointment of Paula Uberti to the Cultural Council for a term to expire June 30, 2013. Seconded by Selectman Lane. **Motion carries, unanimous.**

Economic Development Commission

Motion: by Selectman Hanson to approve the Town Manager's appointment of Eric Dahlberg to the Economic Development Commission for a term to expire June 30, 2013. Seconded by Selectman Lane. **Motion carries, unanimous**

IT Capital Advisory Committee

Motion: by Selectman Hanson to approve the town Manager's appointment of Melissa Andrews to the IT Capital Advisory Committee for a term to expire June 30, 2012. Seconded by Selectman Lane. **Motion carries, unanimous**

Bob Joyce was thanked by Chairman Dixon for his help on this Committee.

Town Manager Reports

Homeowners Permitting Guide

This guide was put together by Evan Belansky to help homeowners know what to do when planning for improvement projects to their properties. A similar guide will be done for Commercial entities.

Other Reports

Mr. Cohen explained that work is continuing on the Town Common to put utility lines underground. A detailed schedule will be posted online once received. Work will stop in November due to the weather, and the poles may not come down until 2013. The sewer project in the same area is almost complete. These projects will not affect the work being done on the Town Hall. The staging area for the Town Hall project is the Town Offices Building, 50 Billerica Road.

Chairman Dixon asked about the poles on Parkhurst Rd. Mr. Cohen has appealed to legislators for assistance with the issue, although no municipality has been successful at getting the utility company to accomplish things any faster. Selectman Lane noted that the town of Littleton created its own utility company. Mr. Cohen said this has been looked into by various towns, but has not been successfully implemented due to the high start-up costs and difficulties in negotiations.

Residents will have the ability to sign up for electronic tax bills.

Betty Delaney announced the costs for the August Special Election came in at \$21,214.00.

Meeting Minutes

Regular Meeting Minutes-August 22, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes for August 22, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous**

Unscheduled Business

Sign Warrant for Fall Annual Town Meeting

Motion: by Selectman Hanson to sign the Warrant for Fall Town Meeting as presented. Seconded by Selectman Lane. **Motion carries, unanimous**

Public Works Mutual Aid Agreement

Mr. Cohen explained this is a similar initiative to the mutual aid package for public safety that was previously formally approved. Mr. Cohen was not sure why many neighboring communities to Chelmsford had not signed onto this agreement yet, and was awaiting some responses.

Motion: by Selectman Hanson to accept and approve the Statewide Public Works Mutual Aid Agreement as presented. Seconded by Selectman Lane. **Motion carries, unanimous**

BOS Policies-Second Reading and Vote

Selectman Wojtas summarized the current and revised policy changes for each section.

Section 1-2.11 State Legislative Action Reports

Legislators are no longer requested to attend town Meeting, but can be invited to attend any Board of Selectmen meeting.

Motion: by Selectman Hanson to approve BOS Policy Section 1-2.11 as amended. Seconded by Selectman Lane. **Motion carries, unanimous**

Section 2-1.5 (f) Assessments for Betterments

Language was clarified as the only betterment that is currently being assessed is for installations to the Town Sewer System.

Motion: by Selectman Hanson to approve BOS Policy Section 201.5(f) as amended. Seconded by Selectman Lane. **Motion carries, unanimous**

Section 2-2.5 Tri-annual Review of Tax Policy

This policy is being deleted because it is not being used.

Motion: by Selectman Hanson to delete BOS Policy Section 2-2.5 as presented. Seconded by Selectman Lane. **Motion carries, unanimous**

Section 3-1 Submission of Maps

This policy is being deleted as it is not necessary for all hearings. Maps will be requested as needed.

Motion: by Selectman Hanson to delete BOS Policy Section 3-1. Seconded by Selectman Lane. **Motion carries, unanimous**

Section 5-1 Traffic Calming

These proposed changes were reviewed and approved by Police Chief Murphy.

Motion: by Selectman Hanson to accept changes to BOS Policy 5-1 as presented. **Motion failed for lack of a second.**

Selectman Kurland did not support eliminating provisions for community input. Selectman Lane requested that section 5-1.3 be put back into the policy. Vote will be tabled until language is revised.

Motion: by Selectman Hanson to continue the discussion for BOS Policy Section 5-1 to September 26, 2011. Seconded by Selectman Lane. **Motion carries, unanimous.**

BOS Policies-First Reading

Liquor License-closing time for Establishments Serving Alcohol

Mr. Cohen noted that three establishments currently have closing times at 2AM. In the interest of public safety new applicants are closing at 1AM. Chairman Dixon did not support changing the closing times for the three remaining establishments as they rely on entertainment. Selectman

Lane requested tabling the matter. Selectman Kurland wanted to see how Lowell was handling their situation, and wanted more public input.

Motion: by Selectman Hanson to table the discussion of closing hours for establishments serving alcohol to a future meeting. Seconded by Selectman Lane. Selectman Wojtas opposed, all others in favor. **Motion carries 4-1-0.**

Road Line Striping Policy-First Draft

Draft language was read by Selectman Wojtas. Selectman Kurland asked if changes in traffic patterns were being anticipated, as stripes have no impact on speed according to Chief Murphy.

Motion: by Selectman Kurland that the Town Manager instruct the DPW to remove the lines from Robin Hill Rd. and High St. except where previously allowed, and any policy on striping exclude Robin Hill Rd. and High St. because they are scenic roads. **Motion failed for lack of a second.**

Selectman Hanson explained the process used in drafting the policy presented this evening, which accounts for all existing striped roads. Selectman Kurland requested a list of roads that are striped for DPW reference, and wished to know which roads still need to be striped. Chairman Dixon advised that residents on two streets were promised a decision tonight, and this policy would not be approved tonight. Mr. Cohen explained he could request bids to have the lines on Robin Hill and High St. removed, but he could not commit to when this would be completed. Mr. Cohen requested a policy be established as soon as possible, as the weather would get severe again soon. Selectman Lane suggested getting community input, and exclude all designated scenic roads from striping. Mr. Cohen explained three scenic roads are already painted. Kathy Tubridy came to the podium to explain that Clover Hill Road was painted 12 years ago and the lines are still there. Mr. Cohen explained this road is not travelled often, and was striped using a thermal product, not paint. Carol Russell asked if the neighborhood would be required to attend the Public Input session next week. Chairman Dixon explained the Town Manager has agreed to start working on having the lines removed, and they were still invited to attend the session if they desired. The policy will be redrafted for a second reading on September 26, 2011. Mr. Pinder came forward to request all the lines be removed from Robin Hill Rd. and High St. Chairman Dixon thanked the residents that participated in this community effort.

Selectmen Referrals

Selectman Kurland:

- 9/11 Ceremonies held at Center Fire Station and the Veterans Memorial Park were touching.
- Residents interested in volunteer opportunities may visit www.chelmsfordvolunteers.org.
- Residents were reminded to attend Farm Fair on September 17.
- The Garrison House Quilt Show is also being held on September 17.

Selectman Lane:

- Participants were acknowledged for a great job on the 9/11 ceremonies.
- Efforts of Walter Hedlund, the Town Manager and others were acknowledged for work done before, during and after Hurricane Irene.
- There will be a Town Coffee on September 24, at Jones Farm from 8-10AM organized by Charlie Wojtas and Carmen Christiano.
- Community Tree will host a free brush drop-off event on October 15, 2011 from 9AM-1PM.

Selectman Wojtas:

- 9/11 ceremony attendees were thanked for coming.
- Congratulations were given to exhibitors at the recent 4-H Fair.
- The library will hold an event on September 21 at 7PM called "Bringing Your Home into the 21st Century".
- The Library's Annual Book Sale will be held from September 23-25.
- There will be a public hearing at the Lawrence Public Library on Sept 13 at 3PM to discuss transportation for the disabled.
- Legislators were thanked for attending the Senior BBQ held at the Chelmsford Senior Center.

Selectman Hanson:

- The Selectman apologized for missing the 9/11 ceremonies.
- Office hours will change in future weeks, more details are forthcoming.

Chairman Dixon:

- the PAL Golf tournament held today was well attended and a successful event.
- Walter Hedlund was wished a speedy recovery
- A third 9/11 ceremony not mentioned yet was done by Pop Warner Football, which was geared to make younger kids aware of what happened, and was very well done.

Press Questions

Monica Jimenez, Chelmsford Independent asked to clarify some language on a motion regarding the road lines. Chairman Dixon explained no motion was taken because a second reading of the proposed policy is needed. The lines on Robin Hill Rd. and High St. will be removed, but a timeline cannot be given due to weather considerations.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: September 26, 2011.

Motion: by Selectman Hanson to adjourn this meeting at 9:10PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Proclamation for Chelmsford women of Today
- Farm Fair flyer
- List of Committee Vacancies
- Information regarding Applebee's Transfer of license
- Committee Applications

- Homeowners Guidebook to Permitting
- Draft Minutes of August 22, 2011
- Fall Annual Town Meeting Warrant
- Information regarding Public Works Mutual Aid Law
- Information on BOS Policies under review

Town of Chelmsford
Board of Selectmen Minutes
75 Groton Rd., Senior Center
N. Chelmsford, Ma 01863

**Public Input Session MINUTES
September 19, 2011**

Attending:

George Dixon, Jr., Chairman
Matt Hanson, Vice Chair (7:12PM)
Jim Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:05PM.

Speakers were requested to provide their name and address for the record.

Audience Comments:

Steve Incropera, 4 Nashoba Dr. explained he did not know about the issue with the lines on Robin Hill Rd & High St until a neighbor told him. He agrees the lines do make the neighborhood safer and thought the lines should stay.

Maria Karafelis, precinct 2, asked for a status of the Alpha Rd DPW facility. Mr. Cohen explained bids for paving are pending now and the roof bids will be done next month. A sliding door is being installed, and interior work is still being designed. Some of the plows are being stored there, and soon they will be swapped for the mowers. It is estimated that the site will be occupied in 12-15 months.

Mrs. Karafelis next asked for a status for opening the South Fire Station. Mr. Cohen explained the station would be opened on November 1, 2011 if the funding were approved at Town Meeting.

Regarding the Center Fire Station, Mr. Cohen explained the latest structural analysis was completed in August. An update will be provided at Fall Town Meeting, with a new proposal being planned for presentation at the April 2012 Town Meeting.

Marianne Paresky, 10 Smith St. asked if there was a long-range plan to eliminate Oriental Bittersweet. Planning in partnership with neighboring communities was suggested including hand pulling. It is still being spread via birds dropping the seeds.

John Mellen, 44 Gay St. explained he has participated in the real estate tax deferral program for six years, and asked if the savings would be considered income or an asset. Mr. Cohen suggested he contact Massachusetts Department of Revenue, as this is a state program and they would make the determination.

Paul Rigazio, 25 Clover Hill Dr. stated he opposes the Town owning property in someone else's building; an arrangement which exists with the Town Clock being housed in the First Parish Universalist Unitarian Church. He suggested that the Town transfer ownership of the clock to the church.

Mr. Cohen explained that disposal of an asset requires Town Meeting approval, and historically it was common for towns to be started from a church location. Mr. Cohen did not believe the church would be interested in acquiring the clock, nor was the Town interested in giving up an important relic.

Marianne Paresky, 10 Smith St. stated she agreed with Mr. Rigazio, as the church did not realize it could not touch the cell tower equipment without permission, and moving the equipment would have added \$30,000.00 to the project.

Selectman Lane explained the church did contact the cell phone companies, who attended the pre construction meetings. There is no cell phone equipment in the steeple except for the lines. Selectman Lane assured Mrs. Paresky the church could afford to finish the project as proposed.

Peggy Dunn, Bridge St. explained she is watching the clock work closely. The clock is beautiful and the Town should never give it away.

Mrs. Dunn asked if a chance at providing public input would be given to people involved with the Community Garden plots, as most of the gardeners prefer the plots remain organic. Mr. Cohen explained a Request for Proposals was being drafted as the leases that were inherited when Sunny Meadow Farm was purchased and are about to expire. A Fall Town Meeting Article is requesting approval of a ten-year lease period for the new lease. The Agricultural Commission has commented that the new tenant not be required to do organic farming only. Proceeds from the lease will be reinvested into the property, and proposals will be judged to enhance agricultural productivity. Comments can be forwarded to him or the Board of Selectmen.

Paul Rigazio, 25 Clover Hill Dr. reiterated that repairs to the Town clock in the Unitarian Church were \$96,400, and \$66,000 was approved to repair the steeple. Selectman Lane explained repairs to the clock mechanism would cost \$7,500.00. Additional repair is required for the face, hands, moldings, paint and structure. Mr. Rigazio was upset that the Town approved funding to do repairs in someone else's building.

George Merrill, 108 Dunstable Rd. wished to speak pertaining to the two Fall Town Meeting Warrant Articles for the parcel known as Oak Hill. Mr. Merrill was concerned that a study could recommend the parcel be developed for housing, which will require a right of way to be accessed, and would be very expensive. If this parcel were to be developed, it would open up 100 additional acres for development. If 7 housing units were developed per acre, it could be possible to construct up to 700 units. Mr. Merrill estimated educational expenses for the additional students that could occupy many of these units at 10 million dollars over a 12 year period, versus the approximately \$5 million in taxes collected over the same time period would bankrupt the Town. His petition to make the land designated conservation area would cost the Town nothing. The Town could use proceeds from managing timber on the land to pay for maintaining the parcel. Chairman Dixon explained the 2010 Master Plan recommended the parcel receive an independent study. There is a need for housing for seniors, veterans and disabled people in town. Chairman Dixon understands the importance of open space and historic assets, but housing needs also exist. Mr. Merrill was concerned about the expansion of housing developments based on what has been

built behind the Senior Center, in a wetland. Mr. Merrill preferred to see housing developed at the UMass West campus land. Chairman Dixon explained no agreements have been made with UMass pertaining to that land. Selectman Lane explained if the access issues weren't a problem, the prior owner would have already developed the parcel. Recommendations to study the land were made in both the 2010 Master Plan and the 2010 Open Space and Recreation Plan. Selectman Kurland noted that a previous study could not be continued without a commitment to housing, and there was no commitment. A new study could be funded through the Community Preservation Act, and looking at opportunities for the land would do no harm. There could be a potential downside to making the parcel conservation land due to the difficulty in undoing the process. Mr. Merrill felt any study would recommend development, which would create a conflict for the nearby Lowell Sportsmen's Club. Mr. Merrill requested support for making the land a conservation area.

Clare Jeannotte, 6 Hawthorne Lane asked about the Town's coordination efforts in advising residents of major issues, like the recent West Nile virus outbreaks in three towns. Mr. Cohen explained when the virus was discovered in Chelmsford, a reverse 911 message was sent to residents. Information is on the Town's website as well; however, not everyone is connected to these systems. Mr. Cohen agreed to look into the costs of setting up e-mail notifications to residents, in addition to the telephone service already provided.

Maria Karafelis, Precinct 2 asked what would become of the land on Richardson Rd. once the DPW moved off of it. Mr. Cohen noted a need for recreational fields and a Dog Park that would work better at this location than housing. Selectman Lane noted recommendations to study UMass West Campus and Oak Hill for open space and housing. One grant was awarded to study access at Oak Hill, which has been completed. Mrs. Karafelis recalled an old house that was torn down near the Sportsmen's Club had bullets in it, so housing on Oak Hill may not be a good idea. She felt residents would not support any development or access that would infringe on residents on Swain Rd or Scotty Hollow Condos. Mrs. Karafelis asked how much input the Town would have over how the Stop & Shop Plaza is revitalized once the new store is opened. Mr. Cohen explained that CVS is constructing a new building, and demolishing the old building, and that the Town has indicated to Stop & Shop interest in mixed use development. He is awaiting receipt of conceptual plans, which will be discussed though public input sessions.

Regarding the status of the Town Halls projects, Mr. Cohen reported that both buildings are being worked on simultaneously, work is progressing on time and within budget. The projects are anticipated to be completed by June 2012. Hidden problems in the Old Town Hall have been addressed, and he is meeting with citizens groups on planning, fundraising and equipment. A video documenting the work is pending. Regarding an update on the proposed 40B project in Billerica that will abut Chelmsford, Mr. Cohen advised that the wetland procedure is done, and the applicant still needs an environmental permit and zoning approval, and has not followed up on them. Nothing is happening on the site at this time.

Christine McNamara, 67 High Street, requested a landscape plan for the new Stop and Shop location. Bob Joyce was in the audience and explained it was available at the Town Offices.

Mr. Cohen explained that the two trees removed from the Old Town Hall would not be replaced, as they are not historically accurate, and other landscaping will be done. The Purple Beech tree on the Town Common is being held together with metal cables while Weston Nurseries works on grafting new trees.

Ms. McNamara asked for an update on Aggregate Industries' expansion plans. Mr. Cohen explained he has not heard any news in this regard, nor has he received any complaints in the last two years. Selectman

Lane advised no issues were raised at a recent meeting held at the Chelmsford Mobile Home Park. Ms. McNamara expressed appreciation to the Board for time spent regarding the road line-striping issues.

Bob Coshun, 29 Temi Rd. asked about the policy of including the Town Seal on all Town-owned cars. Mr. Cohen explained all of the vehicles that need a seal have one, including two recently purchased vehicles. Concerns regarding unmarked vehicles or town vehicles left running unattended should be forwarded to his attention with documentation, such as a cell phone photo. Mr. Coshun expressed concern regarding mold forming on school fields from too much watering. No issues have been reported to date.

Marianne Paresky, Smith St. asked about the new sign for Kohl's on Chelmsford St. Mr. Cohen explained any new signs must comply with current bylaws, and he was not aware of any issues at this site. A warrant article regarding zoning in the neighborhood behind the mall will be heard at Fall Town Meeting. No plans have been received regarding development of the pad sites in front of the mall. Ms. Paresky thanked the Board for the Smith St. improvements, but stated the pavement is being destroyed by nearby construction, and she hoped the Parkhurst St. area work is completed soon. Ms. Paresky also would have liked to see Smith St. on the list of areas to be sprayed for mosquitoes, as there is a lot of water in this area.

Attendees were thanked for their comments. The next regular meeting will be held on September 26, 2011.

Motion: by Selectman Hanson to adjourn the Public Input Session at 8:38PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully submitted,

Vivian W. Merrill
Recording Secretary



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
September 26, 2011

RECEIVED

2011 SEP 22 PM 4:08

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Presentation of Flag to Town of Chelmsford

Open Session

Committee Vacancies

Scheduled Business

Richard DeFreitas – Electronic Voting Procedures

Legislative Update – James Arciero, Cory Atkins

St. Vartanantz – Transfer of One Day All Alcohol License

7:30 p.m. Sichuan Palace – Transfer of License

7:35 p.m. Dog Hearing – George Selfridge, 74 Concord Road – two huskies

Town Manager Appointments

- Deputy Constable
- Cultural Council

Town Manager Bid Awards

- Lisa Lane Culvert
- Senior Center Generator

Town Manager Reports

- Subsidized Housing Inventory Biennial Update
- Certification of John Sousa as Massachusetts Municipal Treasurer

Meeting Minutes

- Work Session Meeting Minutes – August 29, 2011

Unscheduled Business

- BOS Recommendations on Town Meeting Warrant Articles
- BOS Policies: Second Reading and Vote -
Section 5-1 Traffic Calming and Road Line Striping
- Health Insurance Plan Design: Vote to adopt MGL Ch 32B Sec 21-23
- Keno-to-Go - Stop & Shop, 299 Chelmsford Street

Selectman Referrals

Press Questions

Next Regular Meeting: October 3, 2011

10-10-27
80-4-119 SS 9321105
10-10-27

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
September 26, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

Presentation of Flag to Town of Chelmsford

Lisa Devine wished to thank the Town and the Military Community Covenant Task Force for the help she has received while her husband was deployed in Afghanistan. A flag flown from a palace in New Baghdad was presented to the Town, on behalf of Mr. Devine. A certificate was read by Selectman Wojtas.

Open Session

John Wojcik, 80 Littleton Rd. was surprised to hear at the Board's prior Public Input Session that there were no issues with truck traffic coming from Aggregate Industries. He has been calling and complaining as he's fed up with the noise and speeding at all hours of the day and night. Chairman Dixon agreed to speak with the Police Chief about this. Truckers have responded to previous police warnings, but not for long. He has also seen trucks on Rt. 4 where they are not supposed to be. Chairman Dixon agreed to follow up on signage that should be posted.

Meredith Kent, Elm St. felt the double yellow line recently painted on her street is inappropriate. Selectman Wojtas explained this street has had lines in the past. Ms. Kent acknowledged the street was lined in a few areas, and there is a petition pending requesting the lines be removed.

Monica Kent, 79 High St. thanked the Board for addressing the issues involving road lines. She felt other Towns are doing away with lines, and they are not necessary. Chairman Dixon explained it is a matter of public safety, and the Board is working on creating a policy for line striping.

Virgina Maher, 49 High St. said she would appreciate the lines being removed from her street.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

Richard Defreitas-Electronic Voting Process

Mr. Defreitas advised the open term on the Finance Committee would expire June 30, 2012; interested applicants could e-mail him at rdefreitas@townofchelmsford.us.

Iva Mooney, Proctor Road, interrupted the meeting to advise there was no sound coming from Chelmsford Telemedia's recording of the meeting. Chelmsford Telemedia advised Mr. Cohen that the sound equipment is functioning properly.

Mr. Defreitas reviewed the Electronic Voting Guidelines for Roll Call votes, Tallies, voting options and timing of votes, and cited the bylaw where necessary.

Legislative Update-James Arciero, Cory Atkins and Dave Nangle

Mr. Nangle reported Parkhurst Rd. construction is about 67% complete. The sand and dirt piles should be moved by December. Mr. Arciero is awaiting a decision on the Home Rule Petition for the charter change regarding the number of precincts in Chelmsford. A subcommittee is being formed to create state guidelines to address double poles, as it is a statewide issue. There was no information available regarding leaning poles. Pension reform changes will not be retroactive. The changes should save over 5 billion dollars annually, and will improve the state's credit rating. The changes will affect employees hired after January 2012. Mr. Nangle reported the state is considering creating 1 slot parlor and 3 resort casinos throughout the state. Estimated revenues and job creation statistics were provided, as well as funding estimates for various support programs. Mr. Arciero reported the Outdoor Advertising Board is reviewing the Billboard proposal, as one of the sites is within 500 feet of a school. The Election Laws Committee is reviewing the Home rule Petition filed in regard to the Recall bylaw. Mrs. Atkins is hoping the redistricting report is released within the next two weeks. Each legislator cited his or her reasons for wishing to continue representing Chelmsford. Selectman Lane asked if there were any developments regarding the rail expansion proposal. Nothing has been heard recently; Representative Nangle agreed to ask Congresswoman Tsongas for an update, and he will get back to the Board.

St. Vartanantz-Transfer of One Day All Alcohol License

This request was previously approved, but the event had to be rescheduled due to Hurricane Irene.

Motion: by Selectman Hanson to approve transferring the date of St. Vartanantz' All Alcoholic One Day License for a "Cabaret Night" on September 10, 2011 to December 3, 2011 for the hours of 6:00PM-11:00PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Sichuan Place-Transfer of License

Wen-Tau Wang was present as the new owner of this restaurant. The restaurant will retain the same name, but the company name will change to Chuan Ba Wang Restaurant, Inc. A mistake on the lease document will be changed from "years" to "months". Selectman Wojtas noted the TIPS certification was very recent, and asked what experience the new owner had. Mr. Wang explained the prior manager is staying on with the new owners. There were no further questions from the Board or the audience.

Motion: by Selectman Hanson to close the Public Hearing for Sichuan Palace's request to transfer an All Alcohol Restaurant License. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve the transfer of the All Alcohol Restaurant License from Xin Tian Di Corp., d/b/a Sichuan Palace to Chuan Ba Restaurant, Inc. d/b/a Sichuan Palace to be exercised on the premises at 7 Summer St., Units 17 & 18, for the hours of Monday-Thursday 11:00AM-10:00PM, Friday, Saturday and Sunday from 10:00AM-1:00AM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Dog Hearing-George Selfridge, 74 Concord Rd.-two huskies

Five people planning on testifying were sworn in by the Town Manager. ACO Erik Merrill stated the Board has been given information on a number of incidents involving these dogs attacking pets and other people since 2009. At this time, neither dog is licensed or has been vaccinated for Rabies.

ACO Merrill recommended the dogs be removed from Town, as other officers can verify the dogs are not friendly. Mr. Selfridge explained he was laid off, and did not have funds to license or vaccinate the dogs. He maintained his dogs have not been loose since April 2011, when he changed their kennels so they were attached to the house. The dogs reportedly seen since then are not his dogs. When police have visited him, his dogs are either in the house or in their kennel. The kennels were re-inforced when the dogs were digging their way out. They cannot do this anymore. The dogs that attacked the boy two weeks ago were not his dogs. He has not received notices or vet bills from anyone claiming his dogs attacked their animals.

Dawn O'Brien, a caretaker for Mrs. Selfridge explained she used to spend hours looking for the dogs when they escaped; they are timid and will run from people.

Anush Coates, 238 Boston Rd. described an incident involving her son coming off the school bus, and their rabbit cage was destroyed in another incident. Selectman Kurland asked Mrs. Coates to describe the dogs, and she stated they were both huskies, one was tanish-brown. Another neighbor at 235 Boston Rd. stated the dogs growled at them. Mrs. Coates saw the dogs again by her rabbit cages on September 2, 2011.

ACO Merrill stated the kennels are not visible from the street.

Rich Zawaski, 117 Concord Rd. had three incidents involving these dogs and his chickens, and an incident where two huskies got into a fight with a German Shepherd type dog. He saw a brownish dog, but could not see the other two clearly.

Selectman Kurland felt the dogs were a threat to public safety based on the number of incidents on file. He suggested 10 days to find another home for the dogs out of town, and if another incident is reported, the dogs should be euthanized. Chairman Dixon wanted the dogs licensed and vaccinated for Rabies, and that they be held by the ACO while a new home was found for them. ACO Merrill stated there have been no calls to substantiate there are two other huskies in the neighborhood. Ms. O'Brien has admitted she cannot handle the dogs. They are let out at night, and the majority of the incidents are at night. Selectman Lane supported removing the dogs, as they are currently living behind a school. Mr. Selfridge re-iterated his dogs have not left his property since April 2011. Selectman Kurland was disturbed that it takes hours to find the dogs when they are loose, especially if they have a bite history. ACO Merrill stated the dogs could be put in a rescue situation such as at Lowell Humane Society. They would be temperament tested, and if found to be vicious, they would be euthanized. If they pass the temperament testing, they could be adopted. Mr. Selfridge agreed to allow his dogs to be tested, and felt he may need more than 10 days to find a suitable home for them. He maintained the loose dogs were not his, and agreed to meet with ACO Merrill to bring the dogs to Chelmsford Animal Hospital to be vaccinated, and to get them licensed before September 30, 2011. Selectman Wojtas asked ACO Merrill if he was certain these were the dogs, ACO Merrill confirmed they were the right dogs and he has not witnessed or had complaints on another set of huskies from this area. There were no further comments from the audience.

Motion: by Selectman Hanson to close the Public Hearing. Seconded by Selectman Lane.
Motion carries, unanimous.

Motion: by Selectman Hanson to allow ACO Merrill to verify the security of the kennels at 74 Concord Rd. Mr. Selfridge will meet the ACO to have the dogs rabies vaccinated and licensed. If the kennels appear to be secure, the dogs will be allowed to return to the premises. Mr. Selfridge will have 30 days to relocate the dogs, and provide notarized proof of where the dogs were surrendered. If there is another incident, the dogs will need to be surrendered to the ACO immediately. Seconded by Selectman Lane. Mr. Selfridge was asked if he understood what he was required to do in the motion, and he indicated he understood. **Motion carries, unanimous.**

Town Manager Appointments

Deputy Constable

Motion: by Selectman Hanson to approve the Town Manager's Appointment of Fred A. Correia of 11 Cow Pond Brook Rd, Groton, Ma as Deputy Constable for the Town of Chelmsford for a term to expire June 30, 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Cultural Council

Motion: by Selectman Hanson to approve the town Manager's appointment of Kate Carney to the Cultural council for a term to expire June 30, 2013. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Bid Awards

Lisa Lane Culvert

Eight bids were received for this project.

Motion: by Selectman Hanson to approve the Town Manager's bid award for repairing the Lisa Lane Culvert to Moriarty & Sons of North Andover for the amount of \$71,575.00. Seconded by Selectman Lane. **Motion carries, unanimous.**

Senior Center Generator

Six bids were received for this proposal.

Motion: by Selectman Hanson to approve the Town Manager's bid award for the purchase and installation of a generator for the Senior Center to Fall River Electrical Associates, Inc. in the amount of \$107,800.00. Seconded by Selectman Lane. **Motion carries, unanimous.**

The generator will be maintained by the Facilities Department. The work should be completed by November, 2011.

Town Manager Reports

Subsidized Housing Inventory Biennial Update

Mr. Cohen reported the Town currently has 953 Affordable housing Units on record, which is 6.94% of the 10% required. In order to meet the 10% threshold, the Town would have to have 1,374 total units. This report will be submitted to the State on October 14, 2011.

Certification of John Sousa as Massachusetts Municipal Treasurer

Mr. Sousa was congratulated on his most recent accomplishment. His next goal is to become certified as a Municipal Collector.

Other Reports

The Town has agreed to serve on two regional consortiums being hosted by the Northern Middlesex Council of Governments, as requested by them.

The new flagpole has been installed on the Town Common. The new flag will be put up on September 27, 2011.

Work on the First Parish Unitarian Universalist Church is proceeding, subject to several contingencies.

Work on the underground utilities through the center is also proceeding.

Meeting Minutes

Work Session Meeting Minutes-August 29, 2011

Motion: by Selectman Hanson to approve the Work Session Meeting Minutes of August 29, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Unscheduled Business

BOS Recommendations on Town Meeting Warrant Articles

Article 1, Reports of Town Officers and Committees-no recommendation needed

Article 2, Stabilization Fund

Motion: by Selectman Hanson to recommend approval of Article 2 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 3, Sewer Stabilization Fund

Motion: by Selectman Hanson to recommend approval of Article 3 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 4, Other Post-Employment Benefits Liability Trust Fund

Motion: by Selectman Hanson to recommend approval of Article 4 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 5, E-Rate Reimbursements

Motion: by Selectman Hanson to recommend approval of Article 5 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 6, Amend FY 2012 Operating budget for 7 line items

Motion: by Selectman Hanson to recommend approval of Article 6 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 7 was tabled pending further changes.

Article 8, to Create an Enterprise Fund for the Golf Course.

Motion: by Selectman Hanson to recommend approval of Article 8 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 9, to fund debt service for the Community Preservation Fund.

Motion: by Selectman Hanson to recommend approval of Article 9 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 10, to transfer multiple land parcels to the Conservation Commission

Motion: by Selectman Hanson to recommend approval of Article 10 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 11, to accept the Glen Avenue Sidewalk Easement.

Motion: by Selectman Hanson to recommend approval of Article 11 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 12, Swain Rd. 20-year Solar Farm Lease agreement

Motion: by Selectman Hanson to recommend approval of Article 12 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 13, DPW Alpha Rd. facility Roof Solar Energy Farm was withdrawn.

Article 14, to approve 10-year lease agreement for Sunny Meadow Farm.

Motion: by Selectman Hanson to recommend approval of Article 14 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 15, to approve a 10-year lease agreement for a parcel of land located on Wotton St.

Motion: by Selectman Hanson to recommend approval of Article 15 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 16, to re-zone the location of the DPW Alpha Rd facility to a "P" (public) Zone.

Motion: by Selectman Hanson to recommend approval of Article 16 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 17, to amend Zoning Regulations for Aquifer Protection Use to include Public Works

Motion: by Selectman Hanson to recommend approval of Article 17 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 18 was tabled.

Article 19 was tabled.

Article 20 addresses changes in Zoning Dimensional Regulations reducing previously allowed 4 story buildings to currently allowed 3 story buildings in an "RC" Zone.

Motion: by Selectman Hanson to recommend approval of Article 20 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 21 addresses zoning requirements for Site Plan Review for Commercial or Industrial Uses without a Structure.

Motion: by Selectman Hanson to recommend approval of Article 21 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 22, to undertake a Planning Study for the parcel known as "Oak Hill".

George Merrill, Precinct 2 requested to speak at this time on this Article and Article 23 which would transfer control of the same parcel to the Conservation Commission. Mr. Merrill suggested the Board make no recommendation on either of these Articles to allow Town Meeting

Representatives to form a more unbiased opinion. Selectman Lane advised that three planning guides have recommended a study of this parcel be undertaken, and the board is obligated to follow through and let Town Meeting decide whether to fund the plan. The order of the Articles will be determined at Town Meeting.

Motion: by Selectman Hanson to recommend approval of Article 22 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

George Merrill, Precinct 2, re-iterated his request to make no recommendation on this article, and allow Town Meeting to decide whether to allow the parcel known as "Oak Hill" to be transferred to the care, custody and control of the Conservation Commission.

Motion: by Selectman Hanson to recommend against Article 23 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

BOS Policies: Second Reading and Vote:

Section 5-1 Traffic Calming and Road Line Striping

Selectman Lane asked to add language stating that the policy was drafted to comply with MUTCD standards.

Motion: by Selectman Hanson to recommend approval of Section 5-1 Traffic Calming Policy as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Selectman Hanson explained that Section D was changed without exceptions or exclusions. Criteria for striping can be done on a case by case basis. Selectman Lane felt scenic roads defined the historical characteristics of their neighborhoods and had been there prior to homes being built and should to be excluded from the policy. Selectman Wojtas advised that future scenic road designations could conflict with the policy. Selectman Kurland felt that scenic roads were special, and deserved to be treated that way. Meredith Kent came forward to ask what category Elm St. fell into, and she was told "D". Further discussion was had to discuss scenic roads and the effects of striping on public safety.

Motion: by Selectman Hanson to approve the Board of Selectmen's Road Striping Policy as presented. Seconded by Selectman Wojtas. Selectmen Lane and Kurland opposed. Selectman Lane put forward the following motion:

Motion: by Selectman Lane to approve the Board of Selectmen's Road Striping Policy as presented with the addition that a paragraph entitled (E) be added stating; all scenic roadways in the Town of Chelmsford be excluded from this policy. Seconded by Selectman Kurland. **Motion Carries 3-2** Selectmen Hanson and Wojtas opposed.

Motion: by Selectman Hanson to approve part D of the BOS Road striping policy as presented and to include the non-scenic portions of Hunt Rd. and Crooked Spring Rd. as a striped roads. Seconded by Selectman Lane. Selectman Wojtas abstained, all others in favor. **Motion carries 4-0-1.**

A female resident came forward to request a motion to remove the lines on Robin Hill Rd. Selectman Kurland explained that work has already been promised by the Town Manager. Jim Pinder came forward to request a time line for the work to be done on Robin Hill Rd. Mr. Cohen explained he is working with the DPW to get the lines removed before winter.

Drafting and discussion of a Media Relations Policy is still pending.

Health Insurance Plan Design: Vote to adopt MGL Ch. 32B Sec 21-23

Mr. Cohen apologized to the Union representatives in the audience for having to wait a very long time for this topic to be discussed. The Board will be asked to re-vote acceptance of this legislation, as the Firefighters Union did not receive prior notice as required. Blue Cross has not submitted rates for their latest product, as requested. Once rate quotes are received, all Unions will be notified. The newest Blue Cross product does not mirror the GIC, and does have higher co-pays and deductibles. Selectman Kurland suggested filing a complaint with the Insurance Commissioner. Mr. Cohen explained each community is rated individually, and he has some HMO rates, but no PPO rates, nor rates for retirees.

Rich Demers, Union Representative for the Police Dispatchers came forward to summarize issues raised in previous years' negotiations over health insurance benefits. He thanked Mr. Cohen for his help with these negotiations. Mr. Demers requested that a vote be tabled as no decisions could be made without knowing all information, including what the rates were going to be, and that retirees should not be left out of negotiations. Mr. Cohen noted the legislation has been voted on by the Board on two previous occasions, and the Home Rule Petition was approved by Town Meeting.

Motion: by Selectman Hanson to approve allowing the Town to change benefits as allowed under Chapter 32, Section 21-23. Seconded by Selectman Lane. **Motion carries, unanimous.**

Keno-to-go: Stop & Shop, 299 Chelmsford St.

The Board noted no issues with the application.

Selectmen Referrals

Selectman Kurland:

- Office Hours will be held on October 1, 2011 at the Java Room beginning at 9AM.
- On September 27, 2011, Bob Morse will be recognized in Boston for winning the CPA's Robert Kuehn Award for his work with CPC.

Selectman Lane:

- The Keystone Montessori School recently opened at their new location at 55 Middlesex St.
- Participants at the recent Public Input session were thanked for their input.
- Carmen Christiano and Charlie Wojtas were thanked for hosting the recent Town coffee at Jones Farm Café'.
- Work on the Town Clock at the First Parish Unitarian Universalist Church is proceeding; Scott Ludwig will be assuming the role of winding the clock once it is operational.

Selectman Wojtas:

- The Selectmen attended the Jaws of Life Demo at the Fire Department.
- The Library will host the Cultural Road Show every month.
- Mr. Cohen was asked about recent activity at the South Fire Station. Mr. Cohen explained the building is being used to train five new firefighters. The Station will open regularly on November 1 if funding is approved by Town Meeting.

Selectman Hanson:

- The video for the Chelmsford Center for the Arts was very nice.
- Office Hours will be at the Java Room on Thursday from 5-6PM.

Chairman Dixon:

- Contributors to the Golf Tournament for the Paul Center were thanked. This fundraising event was very successful.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: October 3, 2011.

Motion: by Selectman Hanson to adjourn this meeting at 11:26PM. Seconded by Selectman Lane.

Motion carries, unanimous.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- memo regarding Flag donation
- List of committee Vacancies
- Electronic voting guidelines sheet
- Supporting documents for Sts. Vartanantz One Day Alcohol License request
- Supporting documents for Sichuan Palace Transfer of License
- Supporting documents for the Dog Hearing
- Applications for Town Manager Appointments
- Supporting documents for Lisa Lane culvert and Sr. Center generator bid awards
- Memo of September 2, 2011 from the Mass. Dept. of Housing and Community Development
- Draft meeting minutes of September 29, 2011
- Annual Fall Town Meeting Articles Presentation
- Draft policies for Traffic Calming and Road Striping
- State Lottery Commission Letter of September 21, 2011 for Stop & Shop
- Benefits summary for Blue Cross Elect Preferred PPO

OCT

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday October 3, 2011 Time: 7:00 pm

Location: Town Office Room Number: 2011

Name of Building

50 Bulfinch St

Street Address

Quinn J. Maloney

T. J. Quinn 9/15/11

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 SEP 15 PM 3:37

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Police Training Meeting

Date of Meeting: Wednesday, October 20, 2011

Time: 7:00 PM

Location: Police Station

Name of Building

Room Number: Training Room

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

Quinn J. Maloney 9/15/11

RECEIVED

2011 SEP 15 PM 3:38

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

work
session

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Mon. October 17, 2011

Time:

6:30 PM

Location:

Senior Center

Name of Building

75 Oxford St

Room Number:

Quinn J. Maloney

Street Address

Y. Maloney 9/15/11

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 SEP 15 PM 3:38

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Wgk
Academy

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Thurs

October 20, 2011

Time:

6:30 pm

Location:

Senior Center

Room Number:

Name of Building

75 Station Rd

Street Address

Dominic J. Maloney

J. Maloney 9/15/11

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 SEP 15 PM 3:38

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, October 24, 2011 Time: 7:00 pm

Location: Town Office

Room Number: 204

Name of Building

50 Bellflower Rd

Street Address

Quinn J. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

J. L. G. 9/15/11

RECEIVED

2011 SEP 15 PM 3:39

TOWN OF CHELMSFORD
ELIZABETH L. DELANEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
October 3, 2011

RECEIVED
2011 SEP 29 PM 1:52

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Chelmsford Dog Association Howl'ween event - October 15
- Trick or Treating Hours – October 31, from 5:00 PM – 8:00 PM

Open Session

Committee Vacancies

Scheduled Business

Pledge of License for Chelmsford Radisson

Traffic Sign Request – Scotty Hollow

Town Manager Bid Awards

- DPW Site Work

Town Manager Reports

- Town Flag

Unscheduled Business

- BOS Recommendations on Town Meeting Warrant Articles 18 & 19
- Sign Warrant for October 20, 2011 Special Town Meeting

Selectmen Liaison Reports

Selectman Referrals

Press Questions

Executive Session

- Strategy with respect for Litigation – Diodati vs. Kohl
- Strategy with respect to negotiations for collective bargaining

Next Regular Meeting: October 24, 2011

RECEIVED
JUN 23 5 11 PM '25

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
October 3, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:01 PM.

Public Service Announcements

Chelmsford Dog Association Howl'ween event-October 15

Vivian Merrill reminded residents that this event is coming up and is the Association's biggest fundraiser. Mrs. Merrill also asked for assistance from residents on behalf of the Holiday Decorating Committee with the Holiday Prelude being held on December 4, 2011.

Trick or Treating hours-October 31, from 5:00PM-8:00PM

Chairman Dixon made this announcement.

Open Session

Bill Potter, President of the Lowell Sportsmen's Club came forward to oppose any development on the parcel known as Oak Hill without considering the effects it would have on abutters. If development happened too close to their facility, they would be required to re-locate.

Beth Bounds spoke on behalf of Common Place Chelmsford, a new online bulletin board that anyone can use and is free, safe, and easy.

Committee Vacancies

Selectman Hanson read the list of current Committee Vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

Pledge of License for Chelmsford Radisson

Eugene Richard, Attorney for the Radisson Hotel and Northern Bank and Trust explained this was a standard procedure when a loan is being refinanced.

Motion: by Selectman Hanson to approve a Pledge of License for the Chelmsford Hotel Company, d/b/a Radisson Hotel & Suites, to Northern Bank and Trust Company, to be exercised on the premises at 10 Independence Dr. Seconded by Selectman Lane. **Motion carries, unanimous.**

Traffic Sign request-Scotty Hollow

Mr. Cohen explained the request is being made by the condo association to address safety concerns at the school bus drop off/pick up area. The request was reviewed by the DPW and police department who both support the request. No formal action is required of the Board other than permission to post signs stating there is no parking in this area.

Motion: by Selectman Hanson to support the request to install two signs at the end of Scotty Hollow Drive as requested. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Reports

Town Flag

The new USA and POW flags have been installed on the new flagpole in the center, and the time has come to order three new Town Flags. The current flag was shown, and permission was requested to remove the 4 stars in the corners of the flag, as their significance is unknown. A student designed the flag 20 years ago for a contest for the Hall of Flags at the Statehouse. The original images are missing, and no one knows who made the original flag.

Motion: by Selectman Hanson to approve changing the layout and design of the Town's flag to a maroon background, moving the Town Seal to the left as noted, and using a gold outline to show the location of the Town on the state outline and keep the four stars on the corners. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Appointments

Historic District

Motion: by Selectman Hanson to approve the Town Manager's Appointment of Dennis Ready to the Historic District Commission for a term to expire June 30, 2013. Seconded by Selectman Lane. **Motion carries, unanimous.**

Zoning Board of Appeals

Motion: by Selectman Hanson to approve the town Manager's appointment of Walter "Bud" Chagnon as an Alternate for the Zoning Board of Appeals for a term to expire June 30, 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Other Town Manager Reports

Construction occurring at Wilson and Chelmsford Streets is being done to reconstruct sidewalks, add green space and move the fencing back further away from the street.

The Class of 1931 donated the tree at the corner of the Town Offices. It will be removed and replaced by the Chelmsford Garden Club on Wednesday October 5, 2011.

Road line removal for High St. and Robin Hill Rd. will be done during the day by a subcontractor and should be completed by the end of the month.

Town Manager Bid Awards

DPW Site Work

Discussion tabled.

Unscheduled Business

BOS Recommendations on Town Meeting Warrant Articles 18 & 19

The Planning Board has tabled a vote regarding Article 18, Zoning on Chelmsford St. pending receipt of a new Warrant Article. The BOS will also table discussion of this article

The Planning Board did vote to recommend Article 19, Zoning on Groton Rd.

Motion: by Selectman Hanson to recommend approval of Article 19, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Sign Warrant for October 20, 2011 Special Town Meeting

Mr. Cohen explained that a traffic signal will be installed at Billerica and Elliot Roads, as requested by Kronos, Inc. The Company currently has their world headquarters at this location, and the signal would make it easier for employees to travel from one building to the other, across Billerica Rd. The Special Town Meeting warrant requests a six-year TIF agreement which includes improvements done to the property. The company currently employs 800 people at this location, and is re-negotiating a lease with Boston Properties, the current property owner. Kronos will be responsible for property improvements as part of the TIF agreement.

Motion: by Selectman Hanson to sign the Warrant for a Special Town Meeting on October 20, 2011, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Bid Awards

DPW Site Work

Pat Maloney, Permanent Building Committee co-chairman, requested approval of a bid award for site work at 9 Alpha Rd., for which 7 bids were received. The work includes drainage, culverts, curbing and paving work, among other things.

Motion: by Selectman Hanson to approve the Town Manager's bid award for site work at the DPW facility at 9 Alpha Rd, as presented to go to Boucher Construction of Leominster, Ma in an amount not to exceed \$636,885.00, with an alternate bid of \$310,239.00 for paving and curb work, for a total of \$947,124.00. Seconded by Selectman Lane. **Motion carries, unanimous.**

Mr. Maloney explained there is a possibility of working with the DPW to get discounts on asphalt to bring the project \$33,000.00 under budget. The roof bid is pending. The job should be done by the end of the year, depending on the weather.

Selectmen Liaison Reports

Selectman Kurland announced that hardcopies of the Finance Committee's recommendations for the Fall Town Meeting are available.

Selectman Lane reported that work on the Lisa Lane culvert is ongoing. Project updates for current CPC funded projects were provided. The sign variance for Stop & Shop was approved, and the store expects to be open at its new location in November.

Selectman Wojtas announced that almost \$30,000.00 was raised the Library's annual book sale. Community Tree will be open for Brush drop-off on Saturday, October 15th from 9AM-1PM.

Selectman Hanson advised that Northern Middlesex Council of Government is estimating an annual savings to Chelmsford of \$300-400k if a regional 911 dispatch system is created and implemented.

Chairman Dixon reported that the Affordable Housing Committee is meeting with owners of potential sites for development.

Selectmen Referrals

Selectman Kurland:

- Apologized for stating the 2010 Master Plan was approved by the Conservation Commission, as they did not vote on it.
- The Chelmsford Dog Association will hold Howl'ween on October 15, 2011.
- The Halloween Ball at the Elks will be held on October 14, 2011, and proceeds will benefit Bella Tucker and the Chelmsford Open Space Stewardship.
- The Mother's Club Tag Sale will be held on October 15, from 9AM-1PM at the McCarthy Middle School.
- The Promise of Hope wine tasting will be held on October 15, 2011 from 7-11PM in Lowell.

Selectman Wojtas:

- Judy Olson passed away recently. She was remembered for doing many things for the Town, and will be missed.
- A flu clinic will be held at the Senior Center on October 13, 2011.
- A request was received for additional police enforcement pertaining to increased speeding on Smith St. & Parkhurst. Rd.

Selectman Hanson:

- Office hours will be held at the Java Room on Thursday, from 5-6PM.

Selectman Dixon:

- Offered condolences to the Olsson family for their loss.

Press Questions

Krista Perry of the Chelmsford Patch requested a copy of the Special Town Meeting Warrant for October 20, 2011, which was provided.

Executive Session

Motion: by Selectman Hanson to adjourn to Executive Session to discuss:

-Strategy with Respect for Litigation-Diodati vs. Kohl

-Strategy with respect to negotiations for collective bargaining

At 8:02PM, not to return to Regular Session. Seconded by Selectman Lane. Roll Call Vote:

Selectman Kurland: Aye

Selectman Lane: Aye

Selectman Wojtas: Aye

Selectman Hanson: Aye

Chairman Dixon: Aye

Next Regular Meeting: October 24, 2011.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

-Flyer for Chelmsford CommonPlace

-Flyer for CDA Howl'ween Event

-List of Committee Vacancies

-Supporting documents for the Radisson Hotel

-Memo of September 29, 2011 from Scotty Hollow Condominium Trust

-Memo of September 29, 2011 regarding the Town Flag

Supporting information regarding town Meeting Warrant Articles 18 & 19

Warrant for Special Town Meeting for October 20, 2011

Supporting documents for DPW bid awards for site work



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
October 17, 2011

RECEIVED
2011 OCT 13 AM 10:50
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Senior Center
75 Groton Rd.

6:30 p.m. Call to Order

Scheduled Business

Unscheduled Business

- Recommendations on Town Meeting Warrant Articles 7 & 18
- Vote on TIF Agreement - Kronos, 300 Billerica Road

Executive Session

- Strategies with respect to Collective Bargaining, Municipal Health Insurance Reform

Next Regular Meeting: October 24, 2011

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2011 OCT 13 AM 10:20

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CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
October 20, 2011

Senior Center
75 Groton Rd.

6:30 p.m. Call to Order

Scheduled Business

Executive Session

- Town Counsel – Litigation Update
- Strategies with respect to Collective Bargaining, Municipal Health Insurance Reform

Next Regular Meeting: October 24, 2011

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

2011 OCT 17 AM 9:41

RECEIVED



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
October 24, 2011

RECEIVED

2011 OCT 20 PM 12:42

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Open Session

Committee Vacancies

Scheduled Business

Onorina Maloney - H1972 - An Act Regulating Election Primaries

Roadside Vendor Application – North Pole Xmas Trees

Still River Winery – Special License to sell wine at an Agricultural Market

Westport Winery - Special License to sell wine at an Agricultural Market

Center Brickhouse – Increase in Capacity and Hours for November 23 & 25

7:30 p.m. Public Hearing: Hong & Kong – Change of Owner / Manager

7:40 p.m. Public Hearing: Kastore's Restaurant – Transfer of License

Erik Merrill – Update on Dog Hearing at 74 Concord Road

Town Manager Appointments

- Bicycle and Pedestrian Advisory Committee
- Community Action Program Committee
- Historical and Cultural Planning Committee

Town Manager Reports

- Recognition of Fire Chief Mike Curran accreditation from Massachusetts Fire Service Commission
- Town Meeting Follow-up

Meeting Minutes

- BOS Regular Meeting Minutes – September 12, 2011
- BOS Executive Session Minutes – October 3, 2011
- BOS Regular Meeting Minutes – October 17, 2011
- BOS Executive Session Minutes – October 17, 2011

Unscheduled Business

- Proposed Legislative Redistricting
- BOS Media Relations Policy – first reading

Selectmen Liaison Reports

Selectman Referrals

Press Questions

Next Regular Meeting: November 7, 2011



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
October 24, 2011

RECEIVED

2011 OCT 20 AM 10: 53

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Open Session

Committee Vacancies

Scheduled Business

Onorina Maloney - H1972 - An Act Regulating Election Primaries

Roadside Vendor Application – North Pole Xmas Trees

Still River Winery – Special License to sell wine at an Agricultural Market

Westport Winery - Special License to sell wine at an Agricultural Market

7:30 p.m. Public Hearing: Hong & Kong – Change of Owner / Manager

7:40 p.m. Public Hearing: Kastore's Restaurant – Transfer of License

Erik Merrill – Update on Dog Hearing at 74 Concord Road

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- BOS Executive Session Minutes – October 17, 2011

Unscheduled Business

- Proposed Legislative Redistricting
- BOS Media Relations Policy – first reading

Selectmen Liaison Reports

Selectman Referrals

Press Questions

Next Regular Meeting: November 7, 2011

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
October 24, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Open Session

David McLachlan, 51 Brentwood Rd. suggested the committee chosen to study the Oak Hill parcel consist of 12 members-one Town Meeting Representative from each precinct, with 2 citizens from Precinct 2 and 2 citizens from Precinct 3 in addition to the town officials that would be supplying needed data. This configuration would represent a cross-section of the Town.

Cori Rose, 7 Alcorn Rd. requested assistance from the Board and Town Manager regarding discussions between the Conservation Commission and the Chelmsford Open Space Stewardship. Mr. Cohen advised the issue is on the Commission's November 1 agenda and that prior discussions have not been successful. The Conservation Commission's meeting may be the best way to get both groups together, and he will be attending this meeting.

Paul Rigazio, 25 Clover Hill Rd. was surprised and disappointed with the Commonwealth of Massachusetts decision to keep Chelmsford divided between 4 districts. He thanked Selectman Kurland and the re-districting committee for their efforts, and noted that the representatives voted for themselves, and did not listen to the Town or its citizens. Mr. Rigazio also asked that a portion of the Oak Hill parcel be retained for Town use, and the rest be put into conservation.

Jim Pinder, Robin Hill Rd. thanked the Board for listening to the neighborhood regarding line removal from the street. He requested that the white fog lines be removed as well.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

Town Clerk, Onorina Maloney-H1972-An Act Regulating Election Primaries

Ms. Maloney explained that the bill is requesting that the date of the primary elections be changed from the first week in March & September to the first week in June, in an effort to save money due to the typical low voter turnout at these elections. Passing this bill will not affect Town elections. Selectman Wojtas supported part of this bill, as it will also provide additional time for people serving in the military overseas to return their ballots; however, she did not support doing this every four years. Selectman Wojtas wished to speak with legislators to suggest a more logical bill that would eliminate some unintended consequences. Selectman Kurland agreed that military personnel should have the opportunity to vote every year, not just every other year. The motion by Selectman Hanson, seconded by Selectman Lane to support the bill was withdrawn.

Amended Motion: by Selectman Hanson to table the decision on H1972 until November 7, 2011 in order to collect public input and contact legislators for clarifications and suggested changes to the bill. Seconded by Selectman Lane. **Motion carries, unanimous.**

Roadside Vendor Application-North Pole Christmas Trees

George Kessler was present for questions. This will be his third year selling Christmas trees and wreaths at this location. Mr. Kessler is registered to collect sales tax, and the lights used are run from a generator and shine inward, as in previous years.

Motion: by Selectman Hanson to approve a Roadside Vendor License to North Pole Christmas Trees, from November 21, 2011-December 25, 2011, to be exercised on the premises at 95 Drum Hill Rd. Seconded by Selectman Lane. **Motion carries, unanimous.**

Still River Winery-Special License to sell wine at an Agricultural Market

Margo Holtzman was present for questions. Mr. Cohen noted there were no issues from granting this license last year. All sales are inside Agway, at their Winter Farmer's Market event.

Motion: by Selectman Hanson to approve a Special License to Sell Wine at an Agricultural Event to Still River Winery, at Agway's Farmers Market, on Saturdays from November 5, 2011-February 4, 2012 for the hours of 10AM-2PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Westport Winery-Special License to sell wine at an Agricultural Market

Robert Russell was present for questions. The company held a similar license at Mahoney's Farmers Market over the summer, without incident. They are requesting the same for the Agway Winter Farmers Market.

Motion: by Selectman Hanson to approve a Special License to sell wine at an Agricultural Event to Westport Rivers, Inc. at Agway's Farmer's Market, on Saturdays from November 12, 2011 to February 4, 2012 for the hours of 10:00AM-2:00PM, contingent upon providing the Town with the Mass. Department of Agricultural Resources Certification. Seconded by Selectman Lane. **Motion carries, unanimous.**

Center Brickhouse Pizza-Increase in Capacity and Hours for November 23 & 25

Atty. Angelique Eliopoulos spoke on behalf of the applicant, to request an extension of hours on November 23 & 25th, where the applicant will close at 2AM instead of 1AM, and to increase seating from 74 people to 250 people. Similar requests have been granted for the prior two years; a plan was provided showing where the 30' x 40' tent will be erected. There will be a separate bar and two entrances for the tent, which will hold 200 people, while the restaurant will continue to hold 74 people. Security will be the same as last year. A DJ will provide music, and police will be present for crowd control. All neighbors are aware of this proposal. The applicant is working with Deputy Ryan at the Fire Dept. for a permit for propane heat if the weather is very cold. The sign-off sheet is pending, and Atty. Eliopoulos provided draft language for a motion. The applicant believes two firefighters will not be needed this year, as they were requested last year, and there is an adequate amount of security and a crowd control manager. The tent will be certified for flame retardant material rating, and parking will be in the same locations as last year.

Charlie Micol, Owner of Center Brickhouse Pizza explained the police were present for 8 hours last year, and firefighters were present for four hours. The tent is expected to open at 10PM; music will be stopped at 1:30AM. Police are requested to be present from 6:30PM-2: 30AM. Staff will monitor occupancy via clickers.

Selectman Wojtas asked if there would be chairs, and she was told not on November 23, but yes on November 25. Selectman Lane felt two police officers and one firefighter would be adequate for this event.

Motion: by Selectman Hanson to approve an increase in capacity from 74 to 250 patrons and an increase in hours from a 1:00AM closing to a 2:00AM closing at Center Brickhouse Pizza for November 23, 2011 and November 25, 2011 with the following conditions:

- Completed sign off sheet to be provided to the Town Manager's office,
- Obtain permits for both the temporary 30'x 40' tent and temporary propane heating from the Building Dept. and Fire Dept. Building permits require site plan, seating plan or interior layout of tent including means of egress openings and flame spread certificate of tent.
- Capacity inside the premises will remain at 74.
- Tent shall be erected and ready for inspection no later than the morning of November 23, 2011.
- Tent must comply with Mass. State Building codes, Board of Fire Prevention Regulations and MGL 148 Fire Prevention.
- A 30-foot separation from the building and tent is required unless tent is constructed with greater than one-hour rated material.
- Two lighted exit signs for egress openings
- Obtain electrical permit for temporary signs
- Two police officers shall be on duty from 6:30PM-2: 30AM, and one firefighter from 10PM-2AM each night.
- Applicant will provide the Board of Health evidence that the indoor and outdoor grease tank has been pumped by November 23, 2011.
- A crowd control manager will be on duty during the hours of operation.

Seconded by Selectman Lane. **Motion carries, unanimous.**

Public Hearing-Hong & Kong-Change of Owner/Manager

Corinne Eng was present for questions. Mrs. Eng has taken over management of the restaurant from her late husband. All servers including herself are TIPS certified, and she has a machine to verify ID's are authentic. They also watch customers' behavior. She is requesting the hours remain the same, closing at 2AM. Chairman Dixon asked if Mrs. Eng would consider changing her closing time to 1AM, as the town has been making an effort to have all restaurants close at 1AM. Mrs. Eng explained one bartender has been there 20 years, and the restaurant has been in business for 48 years without incident, she prefers to keep the 2AM closing.

No comments were received from the audience.

Motion: by Selectman Hanson to close the Public Hearing for Hong and Kong Restaurant. Seconded by Selectman Lane. **Motion carries, unanimous.**

Selectman Hanson, Selectman Lane and Chairman Dixon supported maintain the current closing hours, based on the restaurant's history. Selectman Wojtas noted the applicant changed the hours of operation on her application, and some days are still open past 1AM.

Motion: by Selectman Hanson to approve the change of Manager, Transfer/Issuance of Stock and New Officers and directors on the All Alcoholic Restaurant of Hong and Kong Restaurant to be exercised on the premises at 32 Alpine Lane; Manager: Corinne Eng, Hours of Operation: Monday-Wednesday 11:30AM-12:30AM, Thursday-Saturday 11:30AM-1:30AM, and Sunday 12:00PM-12:30AM. Seconded by Selectman Lane. Selectman Wojtas opposed, all others in favor. **Motion carries.**

Public Hearing-Kastore's Restaurant-Transfer of License

Atty. Joseph Majchrzak spoke on behalf of the applicant. The applicant is buying the restaurant, but not the land. Selectman Wojtas asked to clarify the name of the LLC, as two names are used intermittently. Deep & Rini LLC is the actual entity, as the other name was taken. Selectman Kurland clarified some financial data in the application. No other comments were received from the audience.

Motion: by Selectman Hanson to close the Public Hearing for Kastore Restaurant. Seconded by Selectman Lane. **Motion carries, unanimous.**

Selectman Wojtas requested to follow Board policy and wait two weeks before voting. Atty. Majchrzak explained the sale closing is scheduled for the end of November, and the ABCC is already 3-5 weeks behind in processing applications, and he was hoping not to delay the closing. Selectman Lane agreed with Selectman Wojtas. The prior manager will still be present, and the restaurant will not be closing.

Motion: by Selectman Hanson to waive the Board of Selectmen Policy to wait two weeks prior to voting on the application for Kastore Restaurant. Seconded by Chairman Dixon. Chairman Dixon in favor, all others opposed. **Motion fails.**

This matter will be continued to November 7, 2011.

ACO Erik Merrill-Update on Dog Hearing at 74 Concord Rd.

ACO Merrill reported the Selfridge dogs are now up to date with vaccinations and licenses. The dogs showed no aggression towards him while at the pound. The veterinarian saw no aggression while working with the dogs. No escapes or other issues have arisen since the prior meeting. Additional information has been discovered that there are two other unlicensed huskies at 93 Concord Rd. ACO Merrill has tried to contact these owners, but has received no response, other than the fines were paid and the dogs received their licenses. Previous testimony indicated the dogs that attacked the student had blue eyes, and Mr. Selfridge's dogs both have brown eyes.

Mr. Cohen suggested a new public hearing for the dogs at 93 Concord Rd., so they can be evaluated, and witnesses can look at photos of the dogs.

Pat Gaudet, 23 Parlee Rd., stated she has met both sets of dogs, and that the blue-eyed dogs are violent, but the brown eyed dogs are not. The residents of 93 Concord Rd. own a restaurant and are not home much. Their dogs were digging out of their kennel.

Ms. Dawn O'Brien asked to read testimony she obtained from neighbors. Chariman Dixon advised the Board stands by its prior decision. ACO Merrill stated the Selfridge dogs were evaluated by the Lowell Humane Society, and were not found to be overly aggressive.

Motion: by Selectman Hanson to rescind the Board's prior order to relocate two huskies from 74 Concord Rd. based on new information obtained, as long as bylaws continue to be followed, and contingent upon continuing investigation by ACO Merrill. Seconded by Selectman Lane.

Motion carries, unanimous.

Town Manager Appointments

Bicycle and Pedestrian Advisory Committee

Motion: by Selectman Hanson to approve the Town Manager's appointment of James Kelsey to the Bicycle and Pedestrian Advisory Committee for a term to expire June 30, 2014. Seconded by Selectman Lane. **Motion carries, unanimous.**

Community Action Program Committee

Motion: by Selectman Hanson to appoint Danielle Woodman Kehoe to the Community Action Committee for a term to expire June 30, 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Historical and Cultural Planning Committee

Motion: by Selectman Hanson to approve the Town Manager's appointment of Cynthia Acheson, Jack Handley, Deb Taverna, Linda Prescott, Nancy Araway, Robert Morse, Marc

Gibbs, Peggy Dunn, and Kit Harbison to the Historical and Cultural Plan Committee as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Reports

Recognition of Fire Chief Mike Curran Accreditation from Massachusetts Fire Service Commission

Chief Curran was congratulated for completing the accreditation process.

Town Meeting Follow-up

Article 1: Pat Maloney will continue to work on the Center Fire Station concept and will be presenting a plan. Feedback to date has been largely positive.

Article 6: South Fire Station is scheduled to open on October 31, 2011, as funding was approved. The town's sewer line is fully installed and connected.

Article 11: The sidewalk easement for Glen Ave. was accepted; developers for Stop and Shop are working within the site plans that were approved 10 years ago, which did not address handicapped parking spaces. The developer can be asked about moving the proposed handicapped spaces.

Motion: by Selectman Hanson to approve the easement for Glen Ave. as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Article 12 for the solar farm will be presented again at the Spring 2012 Town Meeting, with more data.

A home rule petition will be drafted for the Sunny Meadow Farm lease discussed in Article 14. Mr. Soule and Mr. Stanway are working on a formal plan for the Wotton St. agricultural lease approved in Article 15.

A study committee will be formed for the Oak Hill parcel, as approved in Article 22. A mission statement and request for applicants will be done by November 7, 2011. A suggested composition for this committee will include 1 Conservation Commissioner, 1 Planning Board member, 1 Historic Commission member, 1 Affordable Housing Committee member, 1 Board of Selectmen member, and 4 citizen representatives. Discussion on whether the BOS member will have voting privileges was tabled pending response to the request for applicants.

Kronos has been notified of the decision made at the Special Town Meeting, and appropriate paperwork has been sent to them.

Mr. Cohen reminded the board that the Annual Tax Classification Hearing will begin at the next meeting. Legislators have announced that Chelmsford will receive a one-time payment of \$310,402.00 as state aid. There is also a request for 12% ice storm mitigation funding pending.

Meeting Minutes

Regular Meeting Minutes-September 12, 2011

Motion: by Selectman Hanson to approve the Regular Session Meeting Minutes of September 12, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Executive Session Meeting Minutes-October 3, 2011

Motion: by Selectman Hanson to approve but not release the Executive Session Meeting Minutes of October 3, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Regular Meeting Minutes-October 17, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of October 17, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Executive Session Meeting Minutes-October 17, 2011

Motion: by Selectman Hanson to approve & release the Executive Session Meeting Minutes of October 17, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Unscheduled Business

Proposed Legislative Redistricting

Mr. Cohen expects the legislature will vote on the plan next week, public comments are still being accepted. Selectman Hanson noted that Lowell has a population of 106,000, but only has three representatives, whereas Chelmsford still has four representatives with a population of 34,000. Selectman Kurland was disappointed that the proposal provided to the legislature for three reps for Chelmsford was not accepted, and no changes may happen until one rep gives up their seat. Selectman Wojtas suggested sending a letter to express the Town's disappointment, and Chairman Dixon supported a letter being drafted.

Motion: by Selectman Hanson to approve drafting a letter to legislators expressing the Board's disagreement with the redistricting decision for Chelmsford. Seconded by Selectman Lane. **Motion carries, unanimous.**

BOS Media Relations Policy-first Reading

Selectman Lane provided a draft for the board's comments. Selectman Wojtas felt the document is difficult to implement as worded, and the Freedom of Information Act covers the release of public documents. She will forward her edits for the second reading.

Selectmen Referrals

Selectman Kurland:

- Office Hours will be held on October 29, 2011 at the Java Room instead of November 5, 2011.
- The Chelmsford Dog Association will hold a Public Input Session on October 25, 2011 at the police station regarding a dog park location.
- A Comedy Night will be held at the Chelmsford Elks on October 28, 2011 to benefit the Rotary Club.
- Flu shots will be given on November 10, 2011 at the Chelmsford Senior Center from 3-7PM.

Selectman Lane:

- Trick or Treating hours for October 31, 2011 will be held from 5-8PM. Residents were reminded to use extra caution as many parties were occurring on this night.
- The Scarecrow Festival will be held on October 30, 2011 at Sunny Meadow Farm from 1-3PM.
- Residents were reminded that the Citizen Support Center link is available on the Town's website.

Selectman Wojtas:

- The Selectman asked how a request is handled on the Citizen Support Center link, and Mr. Cohen explained the process. Residents inputting a request generally receive an e-mail acknowledgement within 5 business days.
- Nashoba students were thanked for constructing the kiosk for the Freeman Rail Trail behind Center Brickhouse Pizza.
- The School Committee is holding a Public Input Session on October 25, 2011 at Chelmsford High School from 7-9PM. This session will not be televised.
- A medication Disposal Day will be held at the Health Department on October 29, 2011 from 10AM-2PM.
- The Affordable Housing Report will be presented at the police station on November 15, 2011, starting at 7PM.
- The Town received compliments at the Brownfield's Forum held last week in Haverhill.
- The Library is holding its paperback book sale on October 29, 2011 from 9:30AM-12:30PM
- The Friends of the Library will hold a "History of Chocolate" event on November 3, 2011, complete with samples.

Selectman Hanson:

- The Selectman asked if there should be a limit on liquor applications accepted for agricultural events. The board gave no opinion, Mr. Cohen explained there is a cap of three licenses, and the State is considering legislation, which would allow the return of "happy hours"
- The Selectman requested that the Board stay firm on maintaining the two-week waiting period for new or transferred alcoholic licenses.
- Office hours will be at the Java Room on Thursday from 5-6PM.
- Residents were wished a Happy Halloween.

Chairman Dixon:

- Residents were reminded to participate in the Blood Drive being held at the Senior Center on Thursday, October 27, 2011.

Press Questions

No one came forward at this time.

Corinne Eng did come forward to clarify her request on closing hours at the Hong and Kong Restaurant. She was advised that a Special Permit could be requested for holiday events.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: November 7, 2011.

Motion: by Selectman Hanson to adjourn this meeting at 9:50PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of committee Vacancies
- Executive summary of House Bill H1972
- Supporting documents for North Pole Christmas Trees
- Supporting documents for Still River Winery Special License
- Supporting documents for Westport Rivers, Inc. Special License
- Supporting Documents for Center Brickhouse Pizza
- Supporting documents for Hong & Kong Restaurant, Inc.
- Supporting documents for Kastore Restaurant
- Supporting documents for Dog Hearing-74 Concord Rd.
- Committee applications BPAC, Community Action Committee, and the Historical and Cultural Plan Committee
- Letter of October 4, 2011 regarding Michael Curran
- Draft minutes of September 12, 2011, October 3, 2011 & October 17, 2011
- Town of Chelmsford Media Relations Policy

NOV

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Town of Belchertown

Date of Meeting: Monday, 7 Dec 11 Time: 7:00 pm

Location: Town Office Building Room Number: 201

Name of Building

Street Address

Town Clerk's Signature: Quinn J. Maloney

Clerk/Bd. Member & Date

T. Maloney 10/17/11

RECEIVED

2011 OCT 18 PM 4:43

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, November 21, 2011

Time: 7:00pm

Location: Town Offices

Name of Building

Room Number: 204

Street Address

Se. Bulkeley Rd.
Quinn J. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

710. 10/18/11

RECEIVED

2011 OCT 19 AM 9:26

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
November 7, 2011

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Regina Jackson – Veteran's Day

Open Session

Committee Vacancies

Scheduled Business

- Gene's Chinese Flatbread Café, 257 Littleton Rd. – Common Victualer License
- Stop & Shop Café, 299 Chelmsford St. – Common Victualer & Entertainment License
- Kastore Restaurant Continuation of Public Hearing – Transfer of License
- Central Congregation Church – Roadside Vendor

7:30 p.m. Public Hearing Tax Classification

8:00 p.m. Dog Hearing – 93 Concord Road

8:15 p.m. Dog Hearing – 18 Porter Road

Town Manager Bid Awards

- GIS Surveying Equipment

Board of Selectmen Appointments

- Board of Registrars – Democratic Party Representative

Town Manager Reports

- October Storm

Meeting Minutes

Unscheduled Business

- House Bill 1972 – An Act Regulating Primary Elections
- Second Reading Media Relations Policy

Selectmen Liaison Reports

Selectman Referrals

Press Questions

Next Regular Meeting: November 21, 2011

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
November 7, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

Regina Jackson-Veterans Day

Mrs. Jackson announced an Observance would begin at 11AM on November 11, 2011 at the Veteran's Memorial Park on North Rd., everyone is welcome. A Veterans Day Proclamation was read by Selectman Hanson, and accepted by Mrs. Jackson.

Open Session

Iva Mooney, 38 Proctor Rd. asked if the Board would be willing to sign a letter requesting emergency assistance to obtain government funding for the broken dike at the Cranberry Bog. The damage is actually in Carlisle, and has been looked at by the Department of Agriculture. Since the bog is in both towns, any assistance that Chelmsford could provide in helping Mark Duffy, who leases the bog, to get funding would be appreciated. Resulting damage from increased water levels will affect the Chelmsford part of the bog, and other areas are already drying out. Mr. Cohen advised the Board would need to await the completion of the report that was prepared from the site visit.

Susan Graves, 17 Clarissa Rd. expressed great appreciation for all the calls she received regarding damage her property sustained from the October snow storm.

George Hart, 21 Robin Hill Rd. discussed what he called "deliberate gross negligence" by Mass Electric in regard to their response to tree trimming and how overhanging branches from trees affected the October snow storm. Chairman Dixon acknowledged that National Grid did a lot more than they got credit for. Selectman Hanson advised Mr. Hart that legislators and the Attorney General's office are aware of the situation.

Peggy Dunn, Precinct 1, wished to say Mr. Hart's references to Mass Electric should have been National Grid.

Lynn Marcella, Chelmsford Business Association and Parade Committee announced the winter banners are sold out and will be hung on November 13, 2011 in the town Center and Vinal Square. The Town's banner was given to Mr. Cohen. Anyone who would like to help hang wreaths on the same day is welcome.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

Gene's Chinese Flatbread Café, 257 Littleton Rd-Common Victualer License

Mr. Jincheng Wu was present for questions. Mr. Cohen advised that the Building Department is currently reviewing zoning; Board of Health and Fire Department reviews are also pending. The applicant is requesting seating for 24 seats inside and 18 seats outside. The application was filed in September 2011.

Motion: by Selectman Hanson to approve a Common Victualer License for Gene's Chinese Flatbread Café, to be exercised on the premises at 257 Littleton Rd, contingent upon final inspection by the Board of Health, and Building Department, and compliance with Fire Department Regulations. Hours of operation will be 7AM-9PM seven days per week. Seconded by Selectman Lane. **Motion carries, unanimous.**

Stop & Shop Café-299 Chelmsford St.-Common Victualer & Entertainment License

Joseph Manganaro, manager for Stop & Shop was present. The store is opening on November 18, 2011. Seating is requested for four tables and one bench to hold between 24-28 people.

Motion: by Selectman Hanson to approve a Common Victualer and Entertainment License for Stop & Shop, to be exercised on the premises at 299 Chelmsford St., contingent upon final inspections and approval from the Board of Health, Community Development Office and Fire Prevention Office. Hours of operation will be 5AM-11PM Monday through Saturday, and 7AM-9PM on Sundays. Seconded by Selectman Lane. **Motion carries, unanimous.**

Kastore Restaurant Continuation of Public Hearing-Transfer of License

Atty. Joseph Majchrzak was present for the applicant. No concerns have been discovered since the last hearing.

Motion: by Selectman Hanson to approve the transfer of Kastore Enterprises, Inc., d/b/a Kastore Restaurant, All Alcoholic Restaurant License to Deep & Rini, LLC, d/b/a Kastore Restaurant and Lounge, to be exercised on the premises at 100 Tyngsboro Rd. contingent upon Board of Health and Fire Prevention Office approval. Hours of operation will be 11AM-11PM Monday thru Saturday, and 11AM-10PM on Sundays. Seconded by Selectman Lane. **Motion carries, unanimous.**

Central Congregation Church-Roadside Vendor

Richard Pappenfuss was present for questions. This will be his 27th year selling Christmas Trees and Wreaths at this location.

Motion: by Selectman Hanson to approve a Roadside Vendor License to the Central Congregational Church from November 26-December 22, 2011 for the hours of 10:00AM-8:00PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Public Hearing Tax Classification

Sam Chase, Board of Assessors explained that this hearing is required each year by state law and BOS policy. The Board of Assessors makes no recommendation on whether to split the tax rate between residential and commercial taxpayers.

Chief Assessor Frank Reen described the assessment process and data review for FY2012. Information was provided regarding evaluation requirements, exemptions, abatements, compliance, sales data, minimum residential factors based on split tax rates, and the effects of rates for each property class.

There were no comments received from the audience.

Motion: by Selectman Hanson to close the Public Hearing. Seconded by Selectman Lane. **Motion carries, unanimous.**

The Board will issue its decision in two weeks at their next regular scheduled meeting.

Dog Hearing-93 Concord Rd.

Interested parties were sworn in by Town Manager Cohen.

Animal Control Officer(ACO) Erik Merrill explained that further investigation into the previous hearing for 74 Concord Rd. indicated there were two other huskies causing some of the problems in the neighborhood, which were found to be living at 93 Concord Road. Mr. Cervantes, the owner of these two huskies, has not responded to previous requests for information, so this hearing was scheduled. Mr. Cervantes explained he was in California for three months. Upon his return, one week ago, he received the notifications and paid all the fines immediately. Dawn O'Brien, a care taker for Mrs. Selfridge at 74 Concord Rd. reported that the Cervantes' dogs were seen loose on Saturday November 5th. Mr. Cervantes acknowledged that once it was discovered the dogs were getting loose, the bottom of the kennel was secured, and the dogs have not been loose for over a month. Mr. Cervantes denied his dogs were loose on the previous Saturday, as they were in the house that day. Mr. Cervantes parents were watching the dogs while he was away from June to September 2011. Mr. Cervantes granted permission for ACO Merrill to inspect the dogs and the yard. Pictures will be provided to show the witnesses from the 74 Concord Rd. hearings. Vaccinations for the dogs are current, and the dogs are now licensed. Ms. O'Brien stated that when she visited the Cervantes residence, a woman answering the door wouldn't open the door and said the dogs were aggressive.

Chairman Dixon recommended the dogs be evaluated, and to continue the hearing. Selectman Kurland advised Mr. Cervantes to make sure the dogs do not get loose again.

Motion: by Selectman Hanson to continue the Hearing for 93 Concord Rd. to November 21, 2011 at 7:30PM, and that ACO Merrill will assess the dogs in question and their yard. Witnesses from the hearing for 74 Concord Rd. will be contacted and asked to verify which set of huskies caused their damages. Seconded by Selectman Lane. **Motion carries, unanimous.**

Dog Hearing-18 Porter Rd.

Interested parties were sworn in by Town Manager Cohen. ACO Erik Merrill advised that a pit bull staying at 18 Porter Rd. attacked another dog, which died as a result of the attack. The pit bull has been relocated to Allston, Ma, where the owner resides. The deceased dog had 17 confirmed bite wounds, and the attack was unprovoked. A female was also bitten. Ashley Campbell, owner of the pit bull, arrived late to the hearing, and was sworn in by Town Manager Cohen. Ms. Campbell was traveling on business and the dog was under the care of her parents in Chelmsford. The pit bull was in their yard, unleashed when it attacked the Kidd's dog. She did not know why the attack happened, as the dog has never shown any aggressive tendencies at all in the five years she's owned her, and has regularly been around children.

Chairman Dixon recommended issuing a restraining order against the pit bull, so that the dog never returns to Chelmsford. Ms. Campbell asked if the dog could visit for holidays. Her request was denied.

Christine Kidd, owner of the deceased dog advised her dog was being walked on a leash when the attack occurred at 10PM. She does not want this to happen to anyone else, as there are many kids and dogs in this neighborhood.

Motion: by Selectman Hanson to issue a restraining order against Champ, an 85lb pit bull owned by Ashley Campbell of Allston, Ma, to state that this dog is not allowed in Chelmsford. Seconded by Selectman Lane. **Motion carries, unanimous.**

Ms. Campbell asked if the restraining order could be lifted after some time and if the dog receives additional training. Mr. Cohen advised that technically, Ms. Campbell could come back at a future date to appeal the restraining order. Mr. Kidd requested that his family be notified if such an appeal is made.

Town Manager Bid Awards **GIS Surveying Equipment**

Mr. Cohen explained this was a budget item, and will tie in with the Town website mapping capabilities.

Motion: by Selectman Hanson to approve the Town Manager's Bid Award for GIS Surveying Equipment to Maine Technical Source for an amount not to exceed \$37,996.44. Seconded by Selectman Lane. **Motion carries, unanimous.**

Board of Selectmen Appointments

Board of Registrars-Democratic Party Representative

The request is being made as a previous member passed away.

Motion: by Selectman Lane to appoint Thomas Fall as the Democratic Town Committee member to the Board of Registrars for a term to expire on June 30, 2012. Seconded by Selectman Kurland.

Motion: by Selectman Wojtas to appoint Angelo Taranto as the Democratic Town Committee member to the Board of Registrars for a term to expire on June 30, 2012.

Chairman Dixon advised that Mr. Taranto had indicated he was not interested in serving. **Motion by Selectman Wojtas was withdrawn.**

Motion by Lane carries, unanimous.

Town Manager Reports

October Storm

Town Manager Cohen thanked everyone on the Emergency Management group for their help and coordination with this storm. The board was thanked for their presence also. Fire Station 5 opened early because this storm built up quicker than expected. After the storm, 80% of the Town was without power and lots of trees were down. Trick-or-Treat was initially cancelled until the situation could be assessed, and it could be determined when it would be safe to send children out, as many wires were down and public safety was the number one priority. National Grid was given priority sites (seniors, sewer and water locations). The police station was one of the last locations to have power restored. A main generator broke down which backed up the town's email and IT server. The facilities department was able to make an emergency repair and eventually restore to service. The new generator for the Senior Center recently approved by town Meeting had not been delivered yet. Shelters in Chelmsford were discussed and were not opened due to the Senior Center being without power and the limited use from the last storm in 2008. Warming stations were opened at the Senior Center and the Public Library as soon as practicable. Two main feeder lines for electricity coming in from Westford had to be replaced, which caused a delay in restoring power to other parts of Chelmsford. National Grid's response to this storm is being evaluated by the Attorney General's office and the Department of Public Utilities. Town Manager Cohen made no judgment on their response, but agreed the company did the best they could with what they had, as damage was widespread across several states. No funding assistance has been promised by MEMA for clean-up costs, and residential debris will be the responsibility of the property owner. The area is still being evaluated to determine if it will be declared a disaster area. Department of Public Works will clean public right-of-ways as soon as possible, to ease snow removal efforts over the winter. Community Tree will have brush drop-off times on Saturday November 12th & Saturday November 19th, from 8AM-4PM. Local Boy Scout troops and the Military Community Covenant are offering assistance to elderly and veterans for brush and lawn cleanup. Burning permits will become available in January, 2012. Selectman Wojtas noted some residents have been clearing the Freeman Rail Trail, and residents were reminded that use of the trail is at one's own risk. Town Manager Cohen noted that COSS

is working on cleaning up the open space areas. The Board of Health has a list of critical response areas in town. Selectman Kurland asked if a letter should be sent to legislators regarding tree pruning and removal. Town Manager Cohen felt that testifying at Public Hearings may be more useful. Selectman Lane asked if any data was lost when the generator failed, and he was advised that all backups were in place and no data was lost. Selectman Lane asked if the two barrel limit could be lifted for one week so residents could remove spoiled food. Town Manager Cohen recommended that food be composted or disposed of immediately, as the two barrel limit for trash would not be waived. Other trash could be set aside and put out at a later time. Selectman Lane asked if dumpsters could be made available on a temporary basis. Town Manager Cohen indicated that people may be inclined to put things other than food into the dumpsters, which would not serve the purpose of assisting people with disposing of spoiled food.

Other reports:

At 2PM on November 9, 2011, a nation-wide emergency alert test will be done, and will last approximately ten minutes.

Proposed Congressional Districts were announced today, and will be voted on in a week. Chelmsford is now in District Three. Other district changes were shown on the state's redistricting map. Comments are being accepted at this time.

Meeting Minutes

No minutes were voted on this evening.

Unscheduled Business

House Bill 1972-An Act Regulating Primary Elections

Mr. Cohen explained that an alternate plan has been proposed to leave the March elections as is, and move the Fall Primary to the first week in September, except for next year due to a conflict with the holiday of Rosh Hashanah. No action was taken by the Board.

Second Reading Media Relations Policy

Selectmen Kurland and Hanson support the document as amended. Selectman Wojtas advised she does not support it in its current format.

Motion: by Selectman Hanson to approve the Media Relations Policy as presented. Seconded by Selectman Lane. Selectman Wojtas opposed, all others in favor. **Motion carries.**

Selectmen Referrals

Selectman Kurland:

- The Senior Center Fall Craft Fair will be held on November 12, 2011 from 9AM-2PM.
- The Library's paperback book sale will start at 9AM, also on November 12, 2011.
- The Friends of Music is having a can drive on November 12 from 10AM-2PM
- The Winter Farmer's Market at Agway is from 10AM-2PM, also on November 12, 2011.
- The dedication of the Rail Trail Project by Ginger Ale Plaza will begin at 11AM, on November 12, 2011

Selectman Lane:

- The Planning Board will hire a consultant to assist with work on the 2010 Master Plan recommendations. Articles from this work will be presented at future Town Meetings.
- Participants in the emergency response effort after the October storm were thanked for their efforts.
- There will be a Flu Clinic at the Senior Center on November 10, 2011, from 3-7PM.
- The Affordable Housing Forum will be held on November 15, 2011, at the Police Station Community Room.
- The dedication of the Highland Ave & James St. Housing Project will begin at 3PM on November 15, 2011.

Selectman Wojtas:

- The LRTA will begin using the CHARLIE Card for bus fares. The cards may be purchased at the Gallagher Terminal.
- The Library will be holding Listening Kiosks this month, where elderly people can tell their stories and they will be recorded.
- Alan Greenhalgh passed away a few days ago. He will be missed. Mr. Greenhalgh had previously been recognized via Proclamation several meetings ago.

Selectman Hanson:

- Storm responders were thanked for their efforts. Residents still needing assistance may contact a Board member. Legislators are proposing bills to address how future storm events are handled. It has been suggested that National Grid has laid off part of their work force in preparation for selling the company. Tree trimming personnel were reduced from 100 to about 40 people.
- Office hours will be held at the Java Room on Thursday from 5-6PM. Selectman Hanson is in the process of updating his website.

Chairman Dixon:

- Everyone involved with helping out during the October storm was thanked for their assistance.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: November 21, 2011.

Motion: by Selectman Hanson to adjourn this meeting at 9:12PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Proclamation for Veteran's Day
- Information provided by George Hart in Open Session regarding National Grid's Storm response
- List of Committee Vacancies
- Supporting Documents for Gene's Chinese Flatbread
- Supporting documents for Stop & Shop
- Supporting Documents for Kystore Restaurant
- Supporting Documents for Central Congregational Church
- Supporting Information regarding the Annual Tax Classification Hearing
- Supporting information for Dog Hearing-93 Concord Rd.
- Supporting information for Dog Hearing-18 Porter Rd.
- Bid information for GIS Surveying Equipment
- Memo from the Democratic Town Committee regarding Board of Registrars Vacancy
- Supporting information regarding House Bill 1972
- Draft Media Relations Policy



**CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
November 21, 2011**

RECEIVED

2011 NOV 17 PM 2:49

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Carmen Christiano – Thanksgiving Walk, 11/23 – 2:00 PM
- Bernie Ready – Barrett-Byam Open House, 12/2 6:30 – 9:00 PM
- Vivian Merrill – Rabies Clinic, 12/3 10:00 AM – 12:00 PM
- Tricia Dzuris – Holiday Prelude, Town Common, 12/4 4:00 – 6:00 PM
- Tricia Dzuris – Darkness to Light, Child Sexual Abuse Awareness

Open Session

Committee Vacancies

Scheduled Business

- Roadside Vendor License – Elmo's Flower & Garden Center, 55 Graniteville Rd.
 - One Day Beer & Wine License – 12/10, Combat Sports Club, 51 Middlesex St.
- 7:30 p.m. • Continuation of Dog Hearing – 93 Concord Road

Town Manager Appointments

- Community Action Program Committee

Town Manager Reports

- MassWorks Grant Traffic Signal at Billerica and Elliot Road
- New Regulations for Remote Participation by Committee Members

Meeting Minutes

Regular Meeting Minutes – September 19, 2011
Regular Meeting Minutes – September 26, 2011
Regular Meeting Minutes – October 3, 2011
Executive Session Minutes – October 20, 2011

Unscheduled Business

- Vote on Tax Classification
- Appointment of John Sousa, Jr. as Custodian of Tax Possession Properties

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

- Strategies with respect to negotiations with union personnel

Next Regular Meeting: December 5, 2011

2011 NOV 13 PM 5:43

01/10

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
November 21, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

Carmen Christiano-Thanksgiving Walk, 11/23/11-2:00PM

Joanne Stanway, 6 Lantern Lane spoke on behalf of Mr. Christiano to remind residents this walk starts at 2PM at the end of Janet Rd. The Winter Tree Scavenger Hunt is also ongoing; additional information is available on a Facebook page titled Tree Hunt 2011.

Bernie Ready-Barrett-Byam Open House, 12/2/11 6:30-9:00PM

Victoria Parlee, Pine Hill Rd. spoke on behalf of Mr. Ready to announce this event. Everyone is welcome.

Vivian Merrill-Rabies Clinic-12/3/11 10:00AM-12:00PM

Mrs. Merrill advised this event is being re-scheduled due to a scheduling conflict with the veterinarian. Updated information will be forthcoming.

Tricia Dzuris-Holiday Prelude, Town Common, 12/4/11 4:00-6:00PM

Ms. Dzuris thanked everyone who helped decorate the Common on November 13th. Santa arrives at 4PM, and other activities happening for the event were listed. Mr. Cohen advised that construction activity in this area will be cleaned and barriers will be removed.

Tricia Dzuris-Darkness to Light, Child Sexual Abuse Awareness

This program is being done in partnership with the YMCA. They would like to offer this program to school, PTA, youth organizations and others interested. The program offers training to bring awareness to communities, and how to deal with sexual abuse. Future dates for training will be announced.

Open Session

Danielle Evans, 18 Janet Rd. displayed the new "Chelmsfordopoly" game, created as a fundraiser to re-build the South Row School playground. Almost half of the 1000 produced have

been sold, and they will be available at various locations around town. Local businesses and town landmarks are spotlighted on the game board.

Clare Jeannotte, 3 Hawthorne Lane asked the Town to do more in regard to future power outages that may occur. A lot of communities are upset with National Grid, and a state investigation is pending. The Board was asked to continue to monitor the investigation, and to voice concerns on behalf of Chelmsford residents, to include community education on how to mitigate damage and minimize effects of future power outages. A two-page petition with signatures was given to Mr. Cohen. Chairman Dixon advised that National Grid has been asked to appear before the Board.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Selectman Lane asked if there was interest shown for the Oak Hill Study Committee, and Mr. Cohen advised about a half dozen applications have been received. Appointments for this committee will be announced at the December 5th meeting.

Scheduled Business

Roadside Vendor license-Almo's Flower and Garden Center, 55 Graniteville Rd.

Andre Daigle was present for questions. This will be the second year that Christmas trees and wreaths will be sold at the Sully's Ice Cream stand location. There have been no issues in the past.

Motion: by Selectman Hanson to approve a Roadside Vendor License to Almo's Flower and Garden Center from November 30, 2011-December 24, 2011, from 9:00AM-9:00PM to be exercised on the premises at 55 Graniteville Rd. Seconded by Selectman Lane. **Motion carries, unanimous.**

One-Day Beer and Wine License-12/10, Combat Sports Club, 51 Middlesex St.

Donald Mustapha was present for questions. TIPS certification is on file, patrons will not be served after 11PM.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to Combat Sports Club for December 10, 2011 for the hours of 5:00PM-1:00AM, to be exercised on the premises at 51 Middlesex St. Seconded by Selectman Lane. **Motion carries, unanimous.**

Continuation of Dog Hearing, 93 Concord Rd.

Animal Control Officer Merrill reported that both sets of dogs have been evaluated; witnesses have been shown photos of both sets of dogs, and both sets have been identified. One of the dogs is only 18 months old and in ACO Merrill's opinion could not be responsible for the older incidents. There have been no issues or complaints over the last 60 days, both parties have made efforts to control and manage their dogs. Chairman Dixon suggested sending a certified letter to both owners stating if future infractions of any kind occur involving these dogs, the dogs will have to leave town. The Board agreed this was a fair request.

Motion: by Selectman Hanson to send a certified letter to the residents of 74 and 93 Concord Rd. notifying them that if their dogs are involved in any future complaints, or are found to be late in licensing or vaccination requirements, the dogs will be confiscated and banished from the Town of Chelmsford. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Appointments **Community Action Program Committee**

Motion: by Selectman Hanson to confirm the town manager's appointment of Ameena Langford to the Community Action Program Committee for a term to expire June 30, 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Reports

Massworks Grant Traffic Signal at Billerica and Elliot Rd

Mr. Cohen reported that the award letter was received for the Billerica Rd./Elliot Rd. traffic signal. Other grant documents will be received and processed. The entire cost of the project will be covered by the grant.

New Regulations for Remote Participation by Committee Members

Regulations have been announced by the Attorney General's office for this program. No decision is needed by the Board this evening as time is needed to obtain public input, and input from other Boards and Committees. A quorum would still need to be physically present at a meeting, and any votes would be done by Roll Call. Notice of remote participation would be given at the beginning of the meeting. Remote participation would be allowed for Executive Session, also, to allow government affairs to run effectively. Selectman Wojtas suggested adding guidelines to prevent abuse of this option, as some committees have a hard time getting a quorum presently. Selectman Lane noted that some boards use maps or architectural renderings which may be difficult to view remotely with the current town hall technology. Additionally, there are often last minute updates provided which may cause additional difficulties. This option would work in conjunction with the Mullin Rule. Discussion continued to December 19, 2011 to await further input.

Update on Cranberry Bog Dam Failure

Mr. Cohen read a letter from the Chelmsford Conservation Agent to the Department of Agriculture into the record. There has been no response from the Carlisle Conservation Commission to date.

Meeting Minutes

Public Input Session Meeting Minutes- September 19, 2011

Motion: by Selectman Hanson to approve the Public Input Session Meeting Minutes of September 19, 2011 as amended. Seconded by Selectman Lane. **Motion carries, unanimous.**

Regular Meeting Minutes-September 26, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of September 26, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Regular Meeting Minutes-October 3, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of October 3, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Executive Session Minutes-October 20, 2011

Motion: by Selectman Hanson to approve but not release the Executive Session Meeting Minutes of October 20, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Unscheduled Business

Vote on Tax Classification

Motion: by Selectman Hanson to approve a uniform Tax Classification with a Residential Factor of 1.0 with no exemptions for FY 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Selectman Wojtas is hoping to see future tax relief for residents.

Appointment of John Sousa, Jr. as Custodian of Tax Possession Properties

Mr. Cohen explained that in order to proceed with the Real Estate Auction scheduled for December 1, 2011 a custodian for the properties in question must be appointed.

Motion: by Selectman Hanson to appoint John B. Sousa, Jr. custodian of tax possession properties as provided under Massachusetts General Law Chapter 60, Section 77B. As custodian, Mr. Sousa shall have the care, custody, management and control of all property now owned by the Town or hereafter acquired through foreclosure of tax titles or acquired under Section 80 and may sell at public auction any such property. Seconded by Selectman Lane. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Kurland:

- Residents were wished a Happy Thanksgiving.
- Office hours will be held on Saturday December 3, 2011 at 9AM at the Java Room.
- A ceremony was held on November 17 at the Fire Station honoring several firefighters and citizens. New firefighters were welcomed.

Selectman Lane:

- Emil Dumont passed away, and will be missed.
- The Planning Board will hear a proposal for mixed-use development at Wilson and Chelmsford St.
- An update was requested regarding storm cleanup efforts. Mr. Cohen explained DPW personnel have been out every weekend, and will continue to do so while the weather is good. Two brush drop off events were held at Community Tree, the next event will be held in April. Burning permits will become available starting January 15, 2012. Several groups have offered to help elderly and others with debris clean up.

- Representative Arciero has offered to contact National Grid to provide the board with a post storm update at a future meeting. Selectman Lane offered to coordinate the presentation with National Grid for this Board.
- Residents were wished a happy and safe Thanksgiving.

Selectman Wojtas:

- Four Chelmsford High School students received an award from Mass Recycles, and their project was read into the record.
- The library will hold a Family Photo event on December 3, 2011, where family photos can be identified and dated.
- The One Book winner for 2012 is Geraldine Brooks' "March".
- The Military Community Covenant has a new banner for returning soldier Master Sergeant Ed Devine. On November 11, several people from Kronos came to help clean his home and prepare for his return. Other marketing materials for the MCCC will be forthcoming.
- Congratulations were given to the CHS Football team for making the playoffs, and they were wished good luck on their Thanksgiving game in Billerica.

Selectman Hanson:

- The final report on regionalization of 911 services is forthcoming from the Northern Middlesex Council of Governments.
- There will be no office hours on this Thursday, due to the Thanksgiving holiday.

Chairman Dixon:

- Stop & Shop was welcomed on the opening of their new store. A lot of good things have been done.
- The Deep Brook tree for the Winter Tree scavenger hunt is now decorated.
- Happy Thanksgiving to all.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Hanson to enter into Executive Session, not to return to Regular Session for the purpose of discussing Strategies with respect to negotiations with Union Personnel.
Seconded by Selectman Kurland.

Roll Call Vote:

Selectman Kurland: Aye
Selectman Lane: Aye
Selectman Wojtas: Aye
Selectman Hanson: Aye
Chairman Dixon: Aye

Regular Session was adjourned at 8:20PM

Next Regular Meeting: December 5, 2011.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Flyer for the Day before Thanksgiving Walk
- Flyer for the Chelmsford Historical Society's Open House.
- Flyer for the Rabies and Microchip Clinic.
- Flyer for the Chelmsford Holiday Prelude
- Flyer for Stewards of Children program
- List of Committee vacancies
- Supporting documents for Almo's Flower and Garden Center
- Supporting documents for Combat Sports Club
- Supporting documents for Dog Hearing at 93 Concord Rd.
- Committee application for Community Action Program Committee
- Award letter from Commonwealth of Massachusetts for Massworks grant award
- Information regarding remote participation at meetings
- Draft meeting minutes of September 19, September 26, October 3, 2011
- Tax classification allocation form
- Flyer for Town real estate auction

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday December 5 2011 Time: 7:00pm

Location: Town Office Room Number: 204

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 NOV 30 AM 10:13

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, November 21, 2011

Time: 7:30pm

Location: Town Office

Room Number: 204

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 NOV 16 AM 11:35

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Tri-Beard
w/ SC +

Name Of Department or Board:

Board of Selectmen Fitchburg

Date of Meeting:

Monday, Dec. 12, 2011

Time:

7:00 PM

Location:

School Administration Building

Room Number:

Name of Building

230 North Rd.

Street Address

Dwight J. Malone

Fitchburg 11/25/11

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 NOV 28 PM 4:38

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

FY 13 Cap+Op Budget

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of selectmen

Date of Meeting: Monday, December 19, 2011 Time: 7:00 p.m.

Location: Town Office Room Number: 201

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 NOV 30 AM 10:14

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
December 5, 2011

RECEIVED

2011 DEC -1 PM 3:19

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast
Pledge of Allegiance led by Cub Scout Den 7 Pack 81

Public Service Announcements

- CWOT Muffins with Santa, First Parish Church 12/10 from 9am 12pm

Open Session

Committee Vacancies

Scheduled Business

- One Day All Alcohol License – St. Vartanantz, Dec. 27
 - Annual License Renewals
- 7:30 p.m. • Joint Meeting with Planning Board to fill vacancy
- 7:35 p.m. • FY 2011 Financial Audit Report – Melanson & Heath

Town Manager Appointments

- Bicycle and Pedestrian Advisory Committee
- Energy Conservation Committee
- Historic District Alternate
- Holiday Decorating Committee
- Recycling Committee
- Zoning Board of Appeals Alternate

Board of Selectmen Appointments

- Oak Hill Study Committee – Appointments and Charge

Town Manager Reports

- December Holiday Schedule
- Deadline for submitting Citizen Petitions for Spring Town Meeting

Meeting Minutes

Regular Meeting Minutes – Monday, October 24, 2011
Executive Session Minutes – Monday, November 21, 2011

Unscheduled Business

- BOS Meeting Schedule

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: December 19, 2011

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Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
December 5, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

CWOT Muffins with Santa, First Parish Church 12/10/11 from 9AM-12PM

A representative from this organization invited anyone to attend this event, which is a fundraiser.

Open Session

Fran McDougall introduced the new management team for the 2012 Summer Farmers Market, which will run from July 2012 to October 2012. Questions can be e-mailed to her at fraemc@aol.com. 2012 Calendars were given to Board members.

Peggy Dunn provided an update of the Art Walk project for Chelmsford Center. Ms. Dunn noted there has been very positive support from business owners. The art will be installed on January 15, 2012 with voting taking place on January 27, 2012. Winners will be announced at the Library event for the start of Winterfest. Donna Berger was congratulated for winning Lowell's event, and her work has now been requested for display at a museum in New Jersey.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

One Day All Alcohol License-St. Vartanantz, Dec. 27, 2011

Kevork Tevelrelian was present for questions; the Board had no concerns.

Motion: by Selectman Hanson to approve a One Day All Alcoholic Beverages License to St. Vartanantz Armenian Church for December 27, 2011 for the hours of 4PM-12:00AM, to be exercised on the premises at 180 Old Westford Rd. Seconded by Selectman Lane. **Motion carries, unanimous.**

Annual License Renewals

Motion: by Selectman Hanson to approve a Lodging House License for one applicant for 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve an Automatic Amusement License for one applicant for 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve All Alcohol Club Licenses for two applicants for 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve All Alcohol Innholders License for One applicant for 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**
A second license has been tabled to December 19, 2011

Motion: by Selectman Hanson to approve Beer and Wine Restaurant Licenses for eight applicants, subject to conditions where noted, for 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to not renew the 2012 license for Evzon. Seconded by Selectman Lane. **Motion carries, unanimous.**
This applicant has gone out of business.

Motion: by Selectman Hanson to approve All Alcohol Restaurant Licenses for twenty four applicants, subject to conditions where noted, for 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve All Alcohol Package Store Licenses for seven applicants, subject to conditions where noted, for 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve Auto Dealer Licenses for two Class One Dealers for 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve Auto Dealer Licenses for twenty six Class II, subject to conditions where noted, for 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**
Selectman Wojtas wished to note that P&S Car Sales has an application pending before the Planning Board for a five car limit.

Motion: by Selectman Hanson to approve Common Victualer Licenses for thirty-five applicants subject to conditions where noted, for 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Appointments

Bicycle and Pedestrian Advisory Committee

Motion: by Selectman Hanson to approve the Town Manager's Appointment of Melinda Goodick to the Bicycle and Pedestrian Advisory Committee for a term to expire June 30, 2013. Seconded by Selectman Lane. **Motion carries, unanimous.**

Energy Conservation Committee

Motion: by Selectman Hanson to approve the Town Manager's Appointment of George Kaliviotis to the Energy Conservation Committee for a term to expire June 30, 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Historic District Commission Alternate

Motion: by Selectman Hanson to approve the Town Manager's appointment of Charles "Butch" Emerson as a Historic District Commission Alternate. Seconded by Selectman Lane. **Motion carries, unanimous**

Holiday Decorating Committee

Motion: by Selectman Hanson to approve the Town Manager's appointment of Patricia Dzuris, Erik Merrill, Vivian Merrill, Melissa Reynolds, Paul Reynolds, Santiago Rios, Colleen Stansfield and Eric Stansfield to the Holiday Decorating Committee, for a term to expire December 31, 2012. Seconded by Selectman Lane. **Motion carries, unanimous**

Recycling Committee

Motion: by Selectman Hanson to approve the Town Manager's appointment of Tracy Clifford to the Recycling Committee for a term to expire June 30, 2012. Seconded by Selectman Lane. **Motion carries, unanimous**

Zoning Board of Appeals Alternate

Motion: by Selectman Hanson to approve the Town Manager's Appointment of Mark Carota as Alternate for Zoning Board of Appeals for a term to expire June 30, 2012. Seconded by Selectman Lane. **Motion carries, unanimous**

Town Manager Reports

December Holiday Schedule

Town Offices will be closed on Monday, December 26, 2011 and Monday January 2, 2012 due to Christmas and New Year's Days falling on a Sunday this year.

Deadline for submitting Citizen Petitions for Spring Town Meeting

Mr. Cohen announced that the deadline for submitting Citizen Petition Warrant Articles would be 5PM on January 3, 2012.

Meeting Minutes

Regular Meeting Minutes-October 24, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of October 24, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Executive Session Meeting Minutes-November 21, 2011

Motion: by Selectman Hanson to approve but not release the Executive Session Meeting Minutes of November 21, 2011 as presented. Seconded by Selectman Lane. Selectman Kurland abstained, all others in favor. **Motion carries.**

Unscheduled Business

BOS Meeting Schedule

A meeting Schedule for January through April was provided to the Board.

Joint Meeting with Planning Board to fill vacancy

Joint meeting was called to order at 7:30PM. Planning Board members present were: Susan Carter, Michael Raisbeck, Robert Joyce, Colleen Stansfield, Ed Roux and George Zaharoolis.

Three people applied for the current vacancy on the Planning Board left when Richard McClure resigned. Each candidate was asked to introduce himself or herself and provide information on why they would be best suited to fill the vacancy.

Nancy Araway, 65 Littleton Rd. explained she is currently an alternate on this Board; she is familiar with how the Board operates, and provided a list of qualifications that she could use. Ms. Araway also listed some goals she would like to see in Planning.

Ann McGuigan, 5 Ann's Way felt her proven track record, her background in law and insurance, and her familiarity with the Board would allow her to begin work immediately.

Chris Rose, 7 Alcorn Rd. noted that even though his background is in computer software, not engineering, he could provide a balanced unbiased opinion because he has no ties to anyone in Town.

Nomination: by Mr. Joyce for Nancy Araway. Seconded by Mr. Raisbeck.

Nomination: by Ms. Carter for Ann McGuigan. Seconded by Selectman Lane.

There being no further nominations, motions were closed.

Roll Call Vote:

Planning Board:

Mr. Raisbeck: Araway

Mr. Joyce: Araway

Mrs. Stansfield: McGuigan

Mr. Roux: Araway

Mr. Zaharoolis: McGuigan

Ms. Carter: McGuigan

Board of Selectmen:

Selectman Kurland: McGuigan

Selectman Lane: McGuigan

Selectman Wojtas: McGuigan

Selectman Hanson: McGuigan

Chairman Dixon: McGuigan

Motion: by Mrs. Stansfield to adjourn the Joint Meeting at 7:50PM. Seconded by Mr. Zaharoolis. **Motion carries, unanimous.**

Members of the Planning board left the meeting at this time.

FY 2011 Financial Audit Report-Melanson & Heath

Several members of the Finance Committee and School Committee were in attendance for this part of the meeting. Town Treasurer John Sousa and Town Accountant Darlene Lussier were also present.

Karen Burke of Melanson & Heath acknowledged this was the first year her firm has completed Chelmsford's audit, and it went extremely well. Books and reports were closed timely, reconciled account documents were in file, and the staff was very cooperative. GASB 45 has been implemented for the unassigned fund balance; Stabilization and General Funds have been merged to be consistent with what other communities are doing. Statements of Net Assets were provided as required under GASB 34. OPEB obligations increased, while unrestricted net assets have decreased. Various figures within the report were described. Page 18 reflects that expenses are under budget, and Page 39 notes that 70% of debt is being paid off over the next ten years, which is favorable to bond rating agencies. Page 42 discussed OPEB liability, which increased 7.7 million this year, similar to the last several years, and is similar to other communities in the Commonwealth. A final Management Letter is being prepared, the most notable recommendation is regarding sewer related receivables and improvements to how capital asset accounting are recorded. Accounting software was suggested to make this task easier, as it is done manually by spreadsheet presently.

Ms. Lussier explained sewer receivables are balanced every month, but had not been broken out by year. Some issues were found and are being worked out by the Sewer Department. Ms. Lussier is researching two accounting programs to assist with capital asset accounting. The potential cost of the software could be about \$2500.00. Mr. Cohen advised a report would be coming in a few months.

Board of Selectmen Appointments

Oak Hill Study Committee

Four appointed members are as follows: Susan Carter for the Planning Board, John Edward for the Affordable Housing Committee, George Merrill for the Historic Commission, and Beth Logan for the Conservation Commission. Five members at large will be appointed this evening. Board members were asked to weigh their votes based on a pool of 11 applicants. Selectman Lane noted all the candidates had great background, and ones that did not make this committee were encouraged to try for others.

The first meeting for this Committee will be held on January 5, 2012 in Room 204 of the Town Offices. The meeting will be posted to begin at 7PM. A liaison from the Board of Selectmen will be determined.

The five candidates will be as follows: John Abbott, Jonathan Fielding, Paul Gleason, Frances McDougall and Philip Stanway. Appointees will be notified by Ms. Dzuris of their appointments.

Selectmen Liaison Reports and Referrals

Selectman Kurland:

- The Finance committee will meet again in January.
- The Holiday Decorating Committee was commended for a spectacular Holiday Prelude.
- The Town Manager, Town Treasurer, and Town Accountant were commended for a positive financial audit.
- Residents were wished a Merry Christmas.

Selectman Lane:

- Volunteers working on the Holiday Prelude were thanked for their efforts.
- A public hearing for DPU will be held on December 15, 2011 at the Tyngsboro High School for anyone wishing to attend.
- A Rabies Clinic will be held on January 7, 2012 at the Chelmsford Dog Pound from 10AM-12PM.
- A flu clinic is being held at the Senior Center.
- An update regarding a skating rink was requested from the Town Manager. Mr. Cohen explained COSS is still looking for volunteers to maintain a rink; Weston Nurseries has also expressed interest in building a rink. Without volunteers to maintain the rink, it will not happen.

Selectman Wojtas:

- Reports were requested regarding any incidents stemming from the Brickhouse Pizza Thanksgiving night events. Mr. Cohen indicated that no problems were received from either the police or fire departments. Wednesday's crowd was large, while Friday was very limited.
- An explanation for a notice regarding Hunting and Fishing Licenses was requested. Mr. Cohen explained the State is changing how payment for these licenses will be received. People will most likely be directed to retail locations like Wal-Mart rather than Town government locations due to the onerous policies being proposed, and the methods that will be used to collect payments. More information will be forthcoming.
- Homebuyer Seminars will be held, information is available on the MVHP website.
- The solar roof installation at the Hale St. LRTA location is complete.
- Becky Warren will be doing a talk about Chelmsford History at the Senior Center on December 12, 2011.
- An award ceremony was held recognizing firefighters and other people for their work helping tornado victims earlier this year.

Selectman Hanson:

- The Holiday Prelude was a great event.
- Office hours will be on Thursday at the Java Room from 5-6PM
- Mr. Hanson has a new blog on the Chelmsford Patch website.

Chairman Dixon:

- Storm cleanup was finished by the DPW this past Saturday. Mr. Cohen reminded residents that burning permits will be available starting January 15, 2012. A brush drop-off event will be scheduled in April.
 - A National Grid representative will be at the Board's January 23, 2012 meeting to discuss future efforts and to answer questions in regard to continuous efforts to mitigate future outages.
- Chairman Dixon read a letter into the record requesting attendance.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Hanson to enter into Executive Session, not to return to Regular Session for the purpose of discussing Litigation and Strategies with respect to negotiations with Union Personnel. Seconded by Selectman Kurland.

Roll Call Vote:

Selectman Kurland: Aye

Selectman Lane: Aye

Selectman Wojtas: Aye

Selectman Hanson: Aye

Chairman Dixon: Aye

Regular Session was adjourned at 8:35PM

Next Regular Meeting: December 19, 2011.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- CWOT Muffins with Santa flyer
- List of Committee Vacancies
- Supporting Documents for St. Vartanantz Church
- Supporting documents for Annual License Renewals
- Committee applications
- Draft Meeting Minutes October 24, 2011
- Supporting documents for FY2011 Financial Audit & Management Letter
- Notice of Warrant Articles for 2012 Spring Town Meeting
- Oak Hill Master Plan Committee description
- Town Offices December Holiday schedule
- BOS proposed meeting schedule through April 2012

**TOWN OF CHELMSFORD
BOARD OF SELECTMEN MINUTES – Executive Session
December 5, 2011**
Chelmsford Town Offices
50 Billerica Road
Chelmsford 01824

Attending:

George Dixon, Jr. Chairman
Matthew Hanson, Vice Chairman
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

The Chelmsford Board of Selectmen met in Executive Session on Monday December 5th, 2011 at the Chelmsford Town Offices in the Town Manager's office, 50 Billerica Road, Chelmsford, MA. 01824. A quorum having been determined, Chairman Dixon called the meeting to order at 8:47PM. A motion was made by Selectman Hanson to adjourn the regular meeting and enter into Executive Session for the purposes of discussing strategies with respect to litigation and negotiations with union personnel. Not to return to regular session. A roll call vote was held Kurland-aye, Lane-aye, Wojtas-aye, Hanson-aye Dixon-aye.

Update on Health Insurance Negotiations & Unfair Labor Practice Complaint

The Town Manager provided an update on the status of the negotiations regarding municipal health insurance reform and the unfair labor practice. The Town Manager felt both issues had been resolved fairly and have reached a tentative agreement. At our next regular meeting he will ask the board to endorse a settlement on the unfair labor practice.

Adjournment:

Motion: Selectman Hanson made a motion to adjourn at 9:09pm. Selectman Lane seconded the motion. Motion carried, 5-0:

Selectman Jon Kurland: Aye
Selectman Wojtas: Aye
Selectman Hanson: Aye
Chairman Dixon: Aye
Selectman Lane: Aye

Respectfully submitted,

James M. Lane, Jr
Selectman, Clerk



CHELMSFORD BOARD OF SELECTMEN
JOINT MEETING
SCHOOL COMMITTEE & FINANCE COMMITTEE
MEETING AGENDA
December 12, 2011

School Administrative Offices
230 North Road

7:00 p.m. Call to Order – Notification of live cablecast

Open Session

Fiscal Year 2012 Budget Report

Fiscal Year 2013 Capital & Operating Budget Estimate

Press Questions

Next Regular Board of Selectmen Meeting: December 19, 2011

TOWN OF CHELMSFORD
ONORIN Z. MALONE
TOWN CLERK

2011 NOV 29 PM 4:15

RECEIVED

2011 Nov 23 6:17:12

Town of Chelmsford
Board of Selectmen Minutes
230 North Road
Central Administration Conference Room I
Chelmsford, Ma 01824

**Tri-Board Regular Meeting MINUTES
December 12, 2011**

Board of Selectmen Attending:

George Dixon, Jr., Chairman
Matt Hanson, Vice Chairman
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager
John Sousa, Finance Director/Treasurer
Darlene Lussier, Town Accountant

School Committee Attending:

Frank Tiano, Superintendent
Janet Askenberg, Chairman
Nick DiSilvio, Vice Chairman
Al Thomas, Secretary
Michael Rigney
Evelyn Thoren

Kathy McWilliams, Business Manager

Finance Committee Attending:

Mary Frantz, Chairman
Roy Treible, Vice Chairman
Stratos Dukakis
Sheila Pichette
Sasha Bonakdar
Not Present: Tim McIlvenna, Dwight Hayward

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:01PM. A follow-up meeting will be held on January 30, 2012.

Mr. Cohen advised the State is starting their budget process today as well, and that he is not expecting any further cuts to State aid, therefore allowing a level service budget at this time.

Ms. Lussier presented the current year budget status, noting excise tax collections were down 20%, Meals and Hotel local option taxes were up 14%, and Permits were up 30%. Expenditures were 37% spent through November 30, 2011. There are no major issues to date, other than health insurance costs are expected to increase.

Mr. Cohen announced clean-up efforts from the October storm have almost been completed, and federal reimbursements are expected for some expenses. Ms. Frantz noted other financial income from the Wetland Protection Act, benefit betterments and a free cash transfer. Selectman Lane asked how the funds

raised at the recent real estate auction would be accounted for, and was told the money would go to the General Fund.

Property Tax data from the last five years was shown; Chelmsford is now ranked 70th in the State for Property Tax rates. The Town has not had an override since 1992, and has been able to work within the 2.5% annual increases. Level State Aid funding is being assumed at this time, based on reports of improved state revenue collections. No Changes in Chapter 70 formulas have been announced, nor are any changes expected. Local receipts are expected to increase by about 2.5% over all categories. Overall new revenue is expected to be \$2,935,211.00.

Most Union agreements are pending ratification. The most significant change will be to Health Insurance, as the Town transitions to a Blue Cross product similar to the State's GIC. There are still more retirees than active employees using health insurance. There is an increase in debt service due to capital and school projects; there will be an increase in school funding. Department hearings are pending regarding increases in general Government spending.

Mr. Sousa described the Capital Plan for FY2013. The Department received \$3.1 million in funding requests, of which \$2.9 million was approved. Non-excluded debt service was summarized by year, and a 10 year schedule was shown for various projects. The Town has a policy not to exceed 10% of General Fund Revenues for debt funding; the current average is between 4.2-4.9%. Another goal is to repay at least 50% of debt within 10 years; the Town is actually paying off 70% of its debt in ten years. Mr. Cohen noted that the automatic \$2.5 million increases for capital expenditures has been in place for over a decade, and may need to be adjusted to avoid long term disruption. A goal for the Stabilization Fund is to be between 5-10% of the Operating Budget. The Town currently has 7.5%. Excluded debt service is expected to decrease by \$575,000.00, due to the completion of the sewer project. A proposal to build a new Center Fire Station adjacent to the Town Offices will be heard in the Spring 2012 Town Meeting. This project may be funded within the levy, partially because of health insurance reform savings. A School Building Authority Accelerated Repair Program recently announced that funding would become available to provide new air exchange systems at 5 schools.

Mr. Rigney asked if any of the non-profit businesses besides Harvard Vanguard were making payments in lieu of taxes. Mr. Cohen explained Harvard Vanguard is the only eligible non-profit business in town making this type of payment, and they do it voluntarily. Lowell General is not exempt, and their building will be taxable.

Mr. Cohen explained the Town is applying for reimbursable funding wherever possible; projects previously funded with these programs have been done on time and within budget so the Town has a good track record with them. Excess funds from the Sewer Project are planned to be released at Spring 2012 Town Meeting. The Center Fire Station is the last major municipal facility needing investment, and then the schools will need some attention. Mr. Cohen noted it is more economical to maintain buildings regularly than it is to build them new. The schools will have plumbing needs, ADA accessibility issues, and several athletic facilities are being overused and will need upgrades.

Ms. Frantz cautioned against straining other Town needs with too many projects. Mr. Cohen felt he is looking for a balance, as the Town is still operating with a 10% staff reduction. Documents are pending on an energy conservation performance contract. The viability of LED street lights is being considered; the current lights will be paid off in 2014, and technology should improve by then to address quality of LED light in cold temperatures. They may be tried in parking lots initially.

Other financial estimates were clarified regarding meals tax amounts and DPW facility items. Selectman Lane asked about allowances for generators, as there were none listed. Mr. Cohen acknowledged there was no additional funding for generators available at this time, however, the Senior Center generator has already been approved and will be installed, and the generator for the School Administration building will be replaced as soon as possible, due to urgent need. Selectman Lane asked about a generator for the Chelmsford Public Library in the event a secondary shelter was necessary. Mr. Cohen stated this had been explored but due to the infrastructure requirements within the library the generator would be much larger and cost approximately \$250,000. A small generator for heat at the library during extended power outages may be considered.

Mrs. Pichette requested a status on the accounting software suggested in the audit hearing. Ms. Lussier advised it would be funded from the operating budget, and is estimated to cost around \$2,500.00.

There being no further questions, Chairman Dixon wished all attendees a good holiday. The meeting was adjourned at 8:32PM.

Respectfully submitted,

Vivian W. Merrill
Recording Secretary

Reference Documents:

- FY 2013 Budget Projection presentation
- Report of Receipts to date through November 30, 2011
- FY 2012 status report through November 30, 2011.
- FY 2013 Capital Improvement Plan Recommendation list.

CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
December 19, 2011

RECEIVED

2011 DEC 15 PM 4:34

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Vivian Merrill – Rabies Clinic, January 7, 2012
- Tricia Dzuris - Darkness to Light, Stewards of Children Training – Elected and Appointed Officials, January 10, 2012, Police Station, 7:00 – 9:30 PM

Open Session

Committee Vacancies

Scheduled Business

- Patrick Maloney - Vote on Statements of Interest for School Building Projects
- The Chelmsford Lodge of Elks – Change of Manager
- One Day Beer & Wine License – Combat Sports Club, 225 Main St.
- Change of Manager – Veneto Ristorante, 17 Vinal Square
- Common Victualer License - M&M International Diner
- Change of Name – from Bosco Auto Services to Townline Auto Sales
- Change of Name – from Casasola Corp. to Sun Auto Sales
- Status of All Alcohol Restaurant License – 5 Courthouse Lane
- John Edward – Affordable Housing Master Plan
- Evan Belansky - Grant application, Massachusetts Department of Housing and Community Development's Downtown Initiative Technical Assistance Program
- Jay Donovan - NMGOG Regional Strategic Plan Presentation
- Jay Donovan – NMCOG Report on Regional Public Safety Dispatch

Town Manager Bid Awards

- Fire Truck

Town Manager Appointments

- Deputy Constables

Town Manager Reports

- MMA Award for Annual Town Report Contest

Meeting Minutes

Regular Meeting Minutes – November 7, 2011
Executive Session Minutes – December 5, 2011

Unscheduled Business

- A. 2012 License Renewal: Best Western
- B. MOA Health Insurance Reform
- C. Retiree Health Insurance Premium Contributions
- D. Vote on Remote Participation in Public Meetings
- E. Acceptance of Deed for Donation of Conservation Parcel off Meadowbrook Road
- F. Submission of Home Rule Petition for Lease of Sunny Meadow Farm
- G. Request for support of House Bill No. 00200 to Change Electoral College to system of Congressional district apportionment of Presidential electors

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: January 9, 2012

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
December 19, 2011**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:03 PM.

Public Service Announcements

Vivian Merrill-Rabies Clinic, January 7, 2012

Mrs. Merrill announced this is the re-scheduled event from December. All details remain the same as the previously scheduled event.

Tricia Dzuris-Darkness to Light, Stewards of Children Training-Elected and Appointed Officials, January 10, 2012, Police Station, 7:00-9:30PM

Ms. Dzuris announced this seminar is being offered free of charge at this time, and reservations are requested prior to December 30, 2011.

Open Session

Kelley Beatty, 117 Park Rd. spoke as the former 20-year President of Chelmsford Telemedia. He is now stepping down and introduced the new President, Scott Glidden.

Scott Glidden, 12 Harper Dr. described recent updates the studio has implemented, and he is still working with Susan Gates on the Chelmsford Center for the Arts equipment. Equipment at the High School will also be upgraded. Villu Tari will continue to implement new programming, including a feature program with various Town Departments, to show what they do. Selectman Wojtas asked if there was going to be additional channels available to residents. Mr. Glidden explained there are some limitations regarding High Definition not being made available from providers preventing this from happening. Chairman Dixon thanked Mr. Glidden for his organization's continued service to the community.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

Scheduled Business

Pat Maloney-Vote on Statements of Interest for School Building Projects

Mr. Maloney requested approval of five statements of interest to obtain additional funding for air-exchange units at 5 schools under the Accelerated Repair Program. Reimbursement of 50% of total project cost is being requested. The application deadline is January 11, 2012. Additional items are being included for the Parker Middle School.

Motion: by Selectman Hanson to amend the motions provided to reflect today's meeting date, and that it is the Board of Selectmen making the authorizations, not the School Committee. Seconded by Selectman Lane. **Motion carries, unanimous.**

Parker Middle School:

Motion: by Selectman Hanson that having convened in an open meeting on December 19th 2011, the Board of Selectmen of Chelmsford, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated December 23, 2011 for the Parker School located at 75 Graniteville Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for Priority 5 which allows for replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility. The work contemplated under this Statement of Interest is for replacement of univents, the installation of DDC controls and conversion of 1/3 of the building from steam to forced hot water heat from existing boilers. The Town of Chelmsford hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority. Seconded by Selectman Lane.

Motion carries, unanimous.

Motion: by Selectman Hanson to waive full reading of the following motions, including summaries, as all of the motions are exactly the same. Seconded by Selectman Lane. **Motion carries, unanimous.**

Westlands School

Motion: by Selectman Hanson that having convened in an open meeting on December 19th 2011, the Board of Selectmen of Chelmsford, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated December 23, 2011 for the Westlands School located at 170 Dalton Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for Priority 5 which allows for replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.

The work contemplated under this Statement of Interest is for replacement of univents and the installation of DDC controls. The Town of Chelmsford hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority. Seconded by Selectman Lane. **Motion carries, unanimous.**

Harrington Elementary School

Motion: by Selectman Hanson that having convened in an open meeting on December 19th 2011, the **Board** of Selectmen of Chelmsford, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated December 23, 2011 for the Harrington School located at 120 Richardson Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for Priority 5 which allows for replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility. The work contemplated under this Statement of Interest is for replacement of univents and the installation of DDC controls. The Town of Chelmsford hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority. Seconded by Selectman Lane. **Motion carries, unanimous.**

Byam Elementary School

Motion: by Selectman Hanson that having convened in an open meeting on December 19th 2011, the Board of Selectmen of Chelmsford, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated December 23, 2011 for the Byam School located at 25 Maple Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for Priority 5 which allows for replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility. The work

contemplated under this Statement of Interest is for replacement of univents and the installation of DDC controls. The Town of Chelmsford hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority. Seconded by Selectman Lane. **Motion carries, unanimous.**

Chelmsford High School

Motion: by Selectman Hanson that having convened in an open meeting on December 19th 2011, the Board of Selectmen of Chelmsford, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated December 23, 2011 for the Chelmsford High School located at 200 Richardson Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for Priority 5 which allows for replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility. The work contemplated under this Statement of Interest is for replacement of univents and the installation of DDC controls. The Town of Chelmsford hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority. Seconded by Selectman Lane. **Motion carries, unanimous.**

The Chelmsford Lodge of Elks-Change of Manager

Beth Graham, the new Manager for the Elks was present for questions.

Motion: by Selectman Hanson to approve a Change of Manager for the Chelmsford Lodge of Elks to Beth Graham, to be exercised on the premises at 300 Littleton Rd., on the All Alcoholic club License. Seconded by Selectman Lane. **Motion carries, unanimous.**

One Day Beer & Wine License-Combat Sports Club, 51 Middlesex St.

Donnie Mustapha was present for questions. The last event went very well. The beginning time of this event was confirmed to be 5PM.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to Combat Sports Club for December 30, 2011 for the hours of 5:00PM-1:00AM, to be exercised on the premises at 51 Middlesex St. Seconded by Selectman Lane. **Motion carries, unanimous.**

Change of Manager-Veneto Ristorante, 17 Vinal Square

No one was present for the applicant, who was not told attendance was needed. Town Manager Cohen noted no issues with this establishment.

Motion: by Selectman Hanson to approve a Change of Manager for Veneto Ristorante to Alan Gallo, to be exercised on the premises at 17 Vinal Square, on the Common Victualer License. Seconded by Selectman Lane. **Motion carries, unanimous.**

Common Victualer License- M&M International Diner

The applicant was not present for questions. Town Manager Cohen noted this was a prior restaurant and is being renovated. There was no information available on what the fire inspection issues were. Selectman Wojtas noted that the applicant was requested to appear for the new license hearing.

Motion: by Selectman Hanson to approve a common Victualer License to M&M International Diner at 83 Parkhurst Rd., Unit 17, for the hours of 7:00AM-10PM seven days a week, with a seating capacity of 44; contingent upon coming into compliance with the Building and Fire Department codes. Seconded by Selectman Lane. Selectman Wojtas abstained, all others in favor. **Motion carries.**

Change of Name-from Bosco Auto Services to Townline Auto Sales

The applicant was not advised to be present. The Board had no concerns with the application.

Motion: by Selectman Hanson to approve a change of name for Bosco Automotive Services to Townline Auto Sales on their Class II Auto Dealers License at 295 Littleton Rd. Seconded by Selectman Lane. **Motion carries, unanimous.**

Change of Name-from Casasola Corp. to Sun Auto Sales

The applicant was not advised to be present. The Board had no concerns with the application.

Motion: by Selectman Hanson to approve a change of name from Casasola Corporation to Sun Auto Sales on their Class II Auto Dealers License at 301 Littleton Rd. Seconded by Selectman Lane. **Motion carries, unanimous.**

Status of All Alcohol Restaurant License-5 Courthouse Lane

Rick Dupuis and Mark Bastien were present on behalf of The Big Kahuna. They lease this space, and the property owner had some previous tax and sewer issues with the Town. The gentlemen were not sure what the status was of these issues, and this is holding them up with their intent to change the name of their establishment and add a kitchen. The ABCC renewal form and Transfer of Stock paperwork cannot be completed because of these issues. Town Manager Cohen advised a new floor plan is needed, and there has been no action on the sewer connection issue. Town Manager Cohen advised the state needs to be notified if the license will not be renewed. Mr. Dupuis asked for the Board's assistance, since they cannot force the property owner to do

anything, and it is now affecting their business. Selectman Kurland suggested the license be renewed under The Big Kahuna, as the transfer can be done later next year, and that way the tenants would not be held responsible for the property owner's issues. The floor plan is not being changed. Workers Compensation and liquor liability insurance information and TIPS renewal information was given to the Town Manager's Office this past Friday.

Motion: by Selectman Hanson to approve an All Alcohol License for The Big Kahuna located at 5 Courthouse Lane contingent upon a completed ABCC renewal form being submitted by December 31, 2011. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to direct the Board of Health to file an injunction with the Lowell District Court if the sewer connection application for 5 Courthouse Lane has not been submitted by December 31, 2011. Seconded by Selectman Lane. **Motion carries, unanimous.**

John Edward-Affordable Housing Master Plan

Mr. Edward introduced the Committee Members, and thanked the Board of Selectmen for allowing him this opportunity, as he has learned many things. A listing of resources and description of MGL Chapter 40B was provided. Mr. Edward explained that having an approved housing plan would give the Town leverage when working with developers. Requirements for an acceptable plan were listed to include types of housing needed, potential sites and strategies that can be used. The plan received Planning Board approval last week. DHCD requires a production plan schedule, and it has been determined the Town will need 69 new "affordable" units/year in order to achieve the minimum limit. The production schedule does not represent a commitment by the Town, and the Housing Advisory Board would oversee the Plan. Certification of the plan should take less than 30 days to complete.

Selectman Kurland questioned Mr. Edward regarding a mailing sent to residents by the Bigger not Better group. Of the potential sites listed in the report, only one site is Town owned. Mr. Edward described a study that was previously done in regard to the fiscal impact of large housing developments on a town's resources. Paul Haverty explained that certification of available affordable housing units are generally done annually from the date of approval of a proposed plan, and is dependent on how a (comprehensive) permit is approved. Selectman Kurland supported this plan as a way to show the Town is creating a plan to meet State law requirements while acknowledging there is a tremendous need for affordable housing and a need to control development.

Motion: by Selectman Hanson that the Board of Selectmen approve the 2011 Affordable Housing Plan as presented, and that this plan be submitted to DHCD for certification. Seconded by Selectman Lane. **Motion carries, unanimous.**

Evan Belansky-Grant application, Massachusetts Department of Housing and Community Development's Downtown Initiative Technical Assistance Program

Mr. Belansky explained this grant would provide up to \$10,000.00 in technical assistance to set up a Downtown Initiative Program. Affected property owners are invited to a meeting to discuss concerns and options regarding housing, barriers, parking, zoning and other requirements. Four properties under consideration for this program include the Stop & Shop Plaza, the Oddfellows building, 26 North Rd. and 11 Cushing Place. An expansion of Center Village Zoning to Fletcher St. would be considered. Mr. Belansky was aware that Stop & Shop was doing a mixed-use feasibility study for their parcel as part of a partnership effort with the Town. Selectman Lane asked if similar opportunities would be available for the Vinal Square area. Mr. Belansky explained zoning and pre-planning has already been done for the existing Center Village, and that more work is still needed for Vinal Square.

Mr. Belansky estimated it would be a month for grant approval, and Stop & Shop's study should be ready soon after.

Motion: by Selectman Hanson to approve the grant application for the Massachusetts Department of Housing and Community Development's Downtown Initiative Technical Assistance Program as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Beverly Woods-NMCOG Regional Strategic Plan Presentation

Ms. Woods explained this plan covers housing, economic development, preservation of open space and historical resources and renewable energy. Goals covered included planning tools for each category; development areas of interest, green energy efforts, housing sites and preservation priorities were listed. Maps for each category are being finalized. This plan will coordinate efforts done in other plans. NMCOG is also researching regional plans as well. Billerica and Lowell have already approved their plans, and it is hoped this plan will be finished by the end of January 2012. The Executive Summary was provided for the Board's review, and the entire plan can be accessed on NMCOG's website. Selectman Lane was pleased to see sewer capacity and agricultural production being addressed in this plan.

Motion: by Selectman Hanson that the Board of Selectmen endorse the Regional Strategic Plan as presented and to send a letter of endorsement as requested. Seconded by Selectman Lane. **Motion carries, unanimous.**

Jay Donovan-NMCOG Report on Regional Public Safety Dispatch

Mr. Donovan presented a status report of this study, which will affect fire, police and emergency medical dispatchers. Eleven communities participated in this study to look at duties performed, limitations and challenges of setting up a system and future concerns regarding finances, budgets, state requirements, replacement equipment and funding. Costs were compared for partial consolidation or no consolidation scenarios, as the State is making funding available for communities that wish to consolidate, but not for local departments. Cost savings and possible increased expenses were shown for seven different consolidation scenarios. Additional funding is being requested for issues regarding oversight, union considerations and site selection. Participation in this process will not obligate a community to participate in regionalization.

Town Manager Bid Awards

Fire Truck
Discussion Tabled.

Town Manager Appointments
Deputy Constables

Motion: by Selectman Hanson to approve the town Manager's appointment of John J. MacGilvary, Thomas J. Buntel, Judith Goffin, Kieran Lennon, Jean Blodgett, John R. Pelletier, Kevin Whippen, and Fred A. Correia as Deputy Constables for the year 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Reports

MMA Award for Annual Town Report Contest

Town Manager Cohen announced this award will be presented at the annual MMA conference in January 2012.

Other Reports

Effective July 1, 2012, Medical Response Dispatchers will be required to stay on the telephone with callers until help arrives. A meeting will be held to coordinate this requirement.

The Emergency Planning Committee met last week to discuss how to prepare for future storm events.

A Municipal Incentive Grant Application will be presented at the Board's next meeting to explore regional partnering with housing and senior citizen services.

Meeting Minutes

Regular Meeting Minutes-November 7, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of November 7, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Executive Session Minutes-December 5, 2011

Motion: by Selectman Hanson to approve and release the Executive Session Meeting Minutes of December 5, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Unscheduled Business

2012 License Renewal: Best Western

The completed application has been received and is in order.

Motion: by Selectman Hanson to approve the 2012 All Alcoholic Inn Holders License to PKS Realty, Inc., d/b/a Best Western Chelmsford Inn. Seconded by Selectman Lane. **Motion carries, unanimous.**

MOA Health Insurance Reform

The newest memorandum was provided to the Board. Temporary regulations were previously approved. The latest memo allows a community 30 days to negotiate with a union as a mediation requirement. Benefits from Blue Cross appear to be better than the State's GIC product and the rates were better due to favorable past claims experience. Town Manager Cohen estimated savings to be about \$1.6 million in town contributions, and about \$800,000 for employee contributions. The overall budget will decrease by about \$500,000 due to overall rate increases.

Plan changes will become effective June 1, 2012. There are 1,425 total subscribers; 825 are retirees and 600 are active employees. Mitigation efforts provide that plan participants will be provided with an HRA account, which must be used by June 13, 2013. The account balances will be handled via debit cards. Individual active employees will be provided with a \$250.00 allowance, family participants will receive \$550. Individual retirees will receive \$360, and family participants will receive \$715. Balances remaining after June 2013 will be distributed proportionately. Rates will continue to be reviewed annually. One effect of the new plan will be to make subscribers more cognizant of their healthcare costs, and will bring expenses more in line with what is seen in the private sector. Town Manager Cohen thanked everyone who participated in the negotiation process.

Motion: by Selectman Hanson that the Board approve the amended Memo of Agreement Pursuant to 801CMR 52.04 (4) by and between The Town of Chelmsford and the Chelmsford Public Employee Committee as amended. Seconded by Selectman Lane. Selectman Kurland abstained, all others in favor. **Motion carries.**

Retiree Health Insurance Premium Contributions

Town Manager Cohen announced the settlement agreement goes back to 2003; the Town will contribute 75% for HMO benefits and 63% for preferred provider benefits for active employees, and a flat 60% for retiree benefits. The town will fund \$250,000 in expenses from this settlement agreement from the current health insurance budget.

Motion: by Selectman Hanson that the Board approve the settlement agreement Case # MUP-06-4714/3735 between Chelmsford Federation of Teachers Local 3569 and AFSCME Council 93 Local 1703 vs. Town of Chelmsford regarding health insurance premium contributions as presented. Seconded by Selectman Lane. Selectman Kurland abstained, all others in favor. **Motion carries.**

Vote on Remote Participation in Public Meetings

The board was advised that some communities have adopted this measure, and if approved, complaints can be monitored and the option can be rescinded. A physical quorum must still be present. Boards are not required to use this measure. Selectman Wojtas requested additional

constraints be established before the measure is approved. Selectman Lane predicted the land use boards will continue to conduct their meetings as they currently do.

Motion: by Selectman Hanson to adopt regulation 940 under the Open Meeting Law, MGL c30A, sec. 18-25 regarding remote participation at Meetings as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Acceptance of Deed for Donation of Conservation Parcel off Meadowbrook Rd.

Town Manager Cohen advised this parcel was gifted to the Town, and the title review has been done.

Motion: by Selectman Hanson to accept the deed for Meadowbrook Road, Map 23, Block 98, Lot 2. Seconded by Selectman Lane. **Motion carries, unanimous.**

Submission of Home Rule Petition for Lease of Sunny Meadow Farm

Town Manager Cohen advised that current leases would continue until the home Rule Petition is approved by the legislature.

Motion: by Selectman Hanson to approve the Home Rule Petition for the agricultural leases for Sunny Meadow Farm as presented, and to request that Representative Arciero begin the legislative process. Seconded by Selectman Lane. **Motion carries, unanimous.**

Request for Support of House Bill No. 00200 to Change Electoral College to system of Congressional District apportionment of Presidential Electors

Selectmen Wojtas and Kurland oppose this measure as presented. The Board was advised there is no need to take formal action at this time.

Selectmen Referrals

Selectman Kurland:

- National Grid representatives appeared at a DPU hearing at the Tyngsboro High School last week to discuss response to the October snowstorm. They will appear before this Board on January 23, 2012 for further discussion.
- Residents were directed to the website www.chelmsfordtruthsquad.com for additional information regarding assertions made in mailings they may receive.
- Residents were wished a Merry Christmas and Happy Hanukah.
- Office hours will be held at the Java Room on January 7, 2012 starting at 9AM.

Selectman Lane:

- Chelmsford was well represented at the recent DPU hearing.
- All Boards and Committees were thanked for their work over the past year.
- Residents were wished Happy Holidays.

Selectman Wojtas:

- Lance Corporal Timothy McNiff was welcomed home from his overseas deployment.

Selectman Hanson:

- Residents were wished happy Holidays.
- Office hours will resume in 2012.
- The Selectman has recently finished his Master's Degree.
- Residents were thanked for a great year.

Chairman Dixon:

- Chairman Dixon wished to clarify that Chelmsford Truth Squad is an independent agency, not run by the Board of Selectman.
- Former firefighter Raymond Kidd recently passed away and will be missed.
- Residents were wished Happy Holidays.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: January 9, 2012.

Motion: by Selectman Hanson to adjourn this meeting at 10:08PM. Seconded by Selectman Lane.

Motion carries, unanimous.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Rabies and Microchip Flyer
- Flyer and information regarding Child Sexual Abuse Prevention Training
- List of Committee Vacancies
- Supporting Documents for Statements of Interest for School building Projects
- Supporting documents for Chelmsford Lodge of Elks
- Supporting Documents for Combat Sports Club
- Supporting Document for Veneto Ristorante
- Supporting Documents for M&M International Diner
- Supporting Document for Bosco Automotive Services
- Supporting Document for Casasola Corporation
- Supporting List for the Big Kahuna
- Presentation for the Affordable Housing Plan
- Grant application and map for Downtown Technical Assistance Grant
- Presentation for the Regional Strategic Plan
- Executive Summary of a Regional Strategic Plan for Greater Lowell
- Presentation for NMCOG Regional Emergency Communications Center Feasibility Study
- Executive Summary of Feasibility Study of Regional Emergency Communication Center
- Listing of Deputy Constables to be appointed

- MMA Award notification letter of December 13, 2011
- Draft meeting minutes
- Wording for motion regarding Best Western
- MOA between Town of Chelmsford and the Chelmsford Public Employee Committee
- Health insurance information
- Settlement Agreement between Unions and Town of Chelmsford
- Information regarding Remote Participation at meetings
- Supporting information regarding a parcel off Meadowbrook Rd.
- Information regarding the home Rule Petition for Sunny Meadow Farm
- Information regarding Presidential Electors

JAN

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Public Health

Date of Meeting: January 9, 2012 Time: 7:00 PM

Location: Town Office Building Room Number: 201

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 DEC 29 PM 1:53

TOWN OF CHELSEA
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Mon, January 24, 2010 Time: 7:00 pm

Location: Town Office

Name of Building

Room Number: 201

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2011 DEC 29 PM 1:52

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Town Board of Selectmen

Date of Meeting: Monday, 20, 2012

Time: 7:00 pm

Location: Town Administration Building

Room Number: _____

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2012 JAN 11 PM 12:53

TOWN OF CHELSEA
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Budget & Work Session

Name Of Department or Board: Board of Selectmen

Date of Meeting: May 14, 2014

Time: 6:00 pm

Location: Town Office

Name of Building

Room Number: 24

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

Quinn J. Maloney

Theresa 1/5/12

RECEIVED

2012 JAN -5 PM 2:56

TOWN OF CHELSEA
ONORINA Z. MALONEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
January 9, 2011

RECEIVED

2012 JAN -5 PM 2:52

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Kathy Cryan Hicks & Tricia Dzuris – WinterFest 2012

Open Session

Committee Vacancies

Scheduled Business

- One Day Beer & Wine License – Chelmsford Public Library, WinterFest
- Dr. Sagall, Discount Prescription Drug Card
- David Hedison - Municipal Incentive Grant – Senior Center

Town Manager Reports

- a) Storm Water Utility Grant Application
- b) Draft List of Spring Annual Town Meeting Warrant Articles

Meeting Minutes

- a) Regular Meeting Minutes – November 21, 2011
- b) Regular Meeting Minutes – December 5, 2011
- c) Tri-Board Meeting Minutes – December 12, 2011

Unscheduled Business

- a) MMA Voting Delegate
- b) Vote on MMA Resolutions
- c) Greener Chelmsford Initiative Restructure

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: January 23, 2012

322 2-1105

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

RECEIVED

2012 FEB 22 AM 3:59

TOWN OF CHELMSFORD
ONCE ONLY
TOWN CLERK

**Regular Meeting MINUTES
January 9, 2012**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:02 PM.

Public Service Announcements

Winterfest 2012-Kathy Cryan Hicks and Tricia Dzuris

This event will begin on the evening of February 3, 2012, with multiple events being held throughout the Town on February 4 & 5. More information can be obtained through the new website at www.chelmsfordlibrary.org/winterfest. A new event this year will be the Artwalk. The winners of this contest will be announced at the Library's kickoff event on February 3, 2011.

Open Session

No one came forward to speak at this time.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

One Day Beer and Wine License-Chelmsford Public Library, Winterfest

Kathy Cryan-Hicks was present for application questions. Harrington's Liquors will provide bartenders and TIPS certified personnel.

Motion: by Selectman Hanson that the Board of Selectmen approve a One Day Beer and Wine License to the Chelmsford Library for February 3, 2012 for the hours of 7:00PM-11:00PM, to be exercised on the premises at 25 Boston Rd. Seconded by Selectman Lane. **Motion carries, unanimous.**

Dr. Sagall, Discount Prescription Drug Card

Dr. Sagall explained this program was started in 1997, and today offers many clinics, and hosts an interactive website. The card is free, can be used by anyone, and is accepted at over 62,000

pharmacies. A partnership formed with the City of Gloucester saved users about \$300,000.00, and provided a donation to the city for \$2,500.00, which was given to the Health Department. Chelmsford would receive \$.25 each time the card is used, and the card can be used by anyone, anywhere in the country. Payments to the participating town are sent monthly, and the Town decides how to use the funds. Participating pharmacies will advise if it is less expensive for a patient to purchase their medications using the card, or their regular insurance co-pay. The discount will vary by drug, wholesale price, and the pharmacy being used. The website is www.needymeds.org. Selectman Wojtas suggested that Dr. Sagall speak with Mr. Hedison, as he services many people that could benefit from this card. She also suggested proceeds be provided to the Healthy Chelmsford Program.

Motion: by Selectman Hanson that the Board of Selectmen support the NeedyMeds Program, and that the Town participates in it. Seconded by Selectman Lane. **Motion carries, unanimous.**

David Hedison-Municipal Incentive Grant-Senior Center

Mr. Hedison was present with several Chelmsford Housing Authority(CHA) Board members to express interest in applying for a Community Innovation Challenge Grant to start a partnership between the Town and CHA/CHOICE to benefit senior citizens. Funding would be used to make upgrades to the Senior Center building, and to develop programs for the needs, health and well being of seniors. Mr. Hedison noted an increase in active seniors, and more people living well into their 90's. The grant application will be for \$500,000, with a match of \$103,000 from CHOICE (Chelmsford Housing Opportunities for Intergenerational and Community Endeavors). The Center would be managed by CHA, with assistance and input from the Friends of the Senior Center Group and the Council on Aging. The building would still be available for Town functions. Mr. Cohen announced that Diana Ryder has recently announced her retirement as Director of the Council on Aging/Human Services. CHA agreed to return some realized savings to the Town, where appropriate. Termination clauses and duties of each party will be outlined in the partnership agreement. Use of the facility as an emergency shelter and warming station will remain and Town Counsel will review the agreement. The center would remain open during phased construction. If the funding is approved, Mr. Hedison expects to see a transition date of July 1, 2012.

Motion: by Selectman Hanson that the Board of Selectmen support the Community Innovation Challenge Grant application being filed on behalf of the Chelmsford Senior Center. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Reports

Storm Water Utility Grant Application

Mr. Cohen announced that this grant is being made available to assist communities that are trying to find ways to comply with new Federal Storm Water Management requirements. Communities participating in the research are not obligated to participate in any regional program. The current application is being filed through NMCOG for Chelmsford, Lowell, Billerica and Westford, and the grant request is for \$75,000.00.

Motion: by Selectman Hanson that the Board of Selectman support the Community Innovation Challenge Grant Application for Storm Water Utility Management in the Greater Lowell Region, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Mr. Cohen also announced that NMCOG is seeking communities' interested in developing a regional Open Space Plan and a Regional Energy Circuit Rider.

Draft List of Spring Annual Town Meeting Warrant Articles

Mr. Cohen submitted the first draft of the Warrant Article list for Spring 2012 Town Meeting for the Board's Review. There were no citizen petition articles submitted by the deadline. A revised list and article language will be presented by January 27, the final review will happen on February 13, 2012. The warrant will be signed on February 27, 2012. The current list of 35 articles was summarized for the Board's information.

Other Reports

All contaminated soil from the Brownfield site on Katrina Rd. has been removed. Testing should be completed by spring, and a final grant amendment is expected in two weeks.

The TIF agreement for Kronos has been approved at the State level, which will allow the grant work for the traffic signals to proceed.

Meeting Minutes

Regular Meeting Minutes-November 21, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of November 21, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Regular Meeting Minutes-December 5, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of December 5, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Tri-Board Meeting Minutes-December 12, 2011

Motion: by Selectman Hanson to approve the Tri-Board Meeting Minutes of December 12, 2011 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Unscheduled Business

MMA Voting Delegate

Selectman Wojtas was the Board's delegate in 2011, and she announced her intentions to attend this conference again this year.

Motion: by Selectman Hanson that the Board of Selectmen nominate Selectman Pat Wojtas as the Board's delegate to include voting privileges at the MMA Annual Conference for 2012. Seconded by Selectman Lane. **Motion carries, unanimous.**

Vote on MMA Resolutions

Selectman Wojtas noted that this year's resolutions are more general than in years past, and she supports all three of them.

Motion: by Selectman Hanson to support the MMA Resolutions calling on the US Government to embrace a strong fiscal and economic partnership with cities and towns, the proposed resolution on the transportation finance crisis, and the resolution opposing unfunded mandates on the cities and towns of the Commonwealth, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Greener Chelmsford Initiative Restructure

Selectman Wojtas explained that this group was formed to give recognition to businesses which participate in environmentally conscious efforts. The Recycling Committee has agreed to include the group's activities, as they support many of the same ideas.

Motion: by Selectman Hanson that the Board of Selectmen transfer management of the Greener Chelmsford Initiative to the Recycling Committee. Seconded by Selectman Lane. **Motion carries, unanimous.**

Selectmen Referrals

Selectman Kurland:

- Dwight Hayward has retired from the Finance Committee after serving for 28 years. Patrice Garvin has been appointed to take his place.
- Sheila Pichette was also welcomed to the Finance Committee.
- Anyone interested in participating in the Darkness to Light seminar being held on January 10, 2012 at the Police Station should contact Trish Dzuris as soon as possible.
- Everyone who helped remove the holiday decorations on the Common this past weekend were thanked for his or her efforts.

Selectman Lane:

- Thoughts and Prayers were sent to the family of Edward Martin who passed away on December 30, 2012. Mr. Martin worked for the Chelmsford Water District for many years and used to maintain many of the Town's recreation lawns.
- The Conservation Commission is considering supporting a tree bylaw, in light of complaints from residents affected by flooding and drainage issues after an area has been clear-cut, specifically related to home owners.
- A question was raised about the Forum being closed last Saturday morning.
- Mr. Cohen agreed to research the missing left turn arrow at the sign by the Chelmsford Mall.

Selectman Wojtas:

- Firefighter Michelle Sacco was congratulated for her graduation from the Firefighter Academy last month.
- Mr. Cohen was asked to provide information about burning permits. Permits will be available on January 15, 2012. Residents can contact the Fire Department to pay the fee and fill out the application. Residents should call the department prior to burning to ensure burning is allowed on a particular day.
- Mr. Cohen also explained the October storm has officially been declared a disaster, which will allow partial reimbursement of tree removal expenses. Guidelines for applying and restrictions have not been announced yet. The Town is still awaiting reimbursement for hurricane expenses.

- A banner has been hung by the Town Common to welcome home & recognize SPC Stephen McDonald, a wounded soldier returning from Iraq.
- Richard Howe, Jr. will have a Civil War discussion at the library on January 13, 2012.

Selectman Hanson:

- The Selectman suggested presenting a citation to recognize Mr. Hayward's service to the Finance Committee at spring Town Meeting.
- Office hours will be held at the Java Room on Thursdays, from 5-6PM for anyone wishing to speak with Selectman Hanson.

Chairman Dixon:

- Mr. Hayward was thanked for his 28 years of service to the Town.
- Phil Jones was welcomed home after being hospitalized for an extended time.
- Discussions are continuing regarding the erosion issues at the Williamsburg Condominiums.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: January 23, 2012.

Motion: by Selectman Hanson to adjourn this meeting at 8:40PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Flyer for Winterfest 2012
- List of Committee Vacancies
- Supporting Documents for One Day License for Chelmsford Public Library
- Supporting documents for NeedyMeds Drug Discount Card
- Supporting documents for the Grant application for the Senior Center
- Supporting documents for the Storm Water Utility Grant
- Spring Town Meeting warrant article summary
- Draft Meeting Minutes-11/21/11, 12/5/11, 12/12/11
- MMA nomination request letter dated December 20, 2011
- MMA Proposed Resolutions for this year's annual conference



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
January 23, 2012

RECEIVED

2012 JAN 19 PM 12:43

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Tricia Dzuris – WinterFest 2012
- Evelyn Thoren - Arts & Technology Education Fund
- George Simonian – Hall of Fame Announcements

Open Session

- Tree City USA - Anna Mullane, Girl Scout Troop 60209
& Cathy Jewell, Boy Scout Troop 77

Committee Vacancies

Scheduled Business

- One Day Beer & Wine License – St. Vartanantz, February 18, 2012
- National Grid Delegation: Aleta M. Fazzone, Director, Community & Customer Management; David Gendall, Manager, Community & Customer Management; Kenneth B. Lomax, Director Overhead Lines, West
- 7:30 p.m. • Public Hearing – 5 Courthouse Lane; change of name, stockholders & directors, corporate name, outdoor seating
- 7:30 p.m. • Public Hearing - Evan Belansky – EPA Brownfield Grant

Town Manager Bid Awards

- Fire Truck

Town Manager Appointments

- Cultural Council

Town Manager Reports

- Draft Warrant for Spring Annual Town Meeting
- Wotton Street Community Gardens – Lease of Agricultural Land

Meeting Minutes

Regular Meeting Minutes – Monday, December 19, 2011

Unscheduled Business

- Public Input Session, February 8, 2012
- Sign Warrant for Presidential Election
- Discuss Donations Committee

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: February 13, 2012

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
January 23, 2012**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

Tricia Dzuris-Winterfest 2012

Ms. Dzuris reminded residents of this upcoming event, including the new Artwalk contest. Tickets are still available for the Friday night "taste of the town" event at the library. Events for Saturday and Sunday were also provided.

Chairman Dixon wished to congratulate Ms. Dzuris and her staff because the Town placed second in the MMA contest for the best Town Annual Report.

Evelyn Thoren-Arts and Technology Education Fund

Mrs. Thoren announced that applications for 2012 are now available, and are due by March 31, 2012. Past supporters were thanked for their efforts. Donors may honor a particular teacher if they wish, who would also receive recognition. The group does most of their fundraising through donation requests sent with the residents' tax bills. Over 100 grants have been awarded since the foundation's inception.

George Simonian-Hall of Fame Announcements

This year's inductees were listed, and they will be recognized at a reception at the Radisson Hotel in Nashua, NH on March 24, 2012. Everyone is welcome to attend the event, tickets are available by contacting Mr. Simonian.

Tree City, USA-Anna Mullane, Girl Scout Troop 60209, and Cathy Jewell, Boy Scout Troop 77

Ms. Mullane explained she is working toward her Silver Award project, and grows trees herself from cuttings. She has provided 30 trees for adoption and has 29 more almost ready for "adoption". Mr. Cohen announced he has received over 40 postcards in support of her project and requirements for the Town to become a "Tree City" were listed. Ms. Mullane was recognized for this town initiative.

Open Session

Pam Armstrong, C-6 Scotty Hollow Drive wished to invite the Board to the condominium development's clubhouse to talk to residents and abutters about plans to lease town owned land (formerly the town landfill) for a solar farm installation, sometime in February. Mr. Cohen agreed to contact either Ms. Armstrong or Jim Toscano (Property Manager for Scotty Hollow) at a later date once a plan is ready. This would most likely be after Spring Town Meeting. A performance service contract for utilities is also pending.

Scheduled Business

One Day Beer and Wine License-St. Vartanantz, February 18, 2012

Carol Hildebrand was present for questions; Ms. Hildebrand is TIPS certified, and the board noted there have been no issues with any of the Church's past events.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License for Sts. Vartanantz Armenian Church to be exercised on February 18, 2012 from 5-11PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online or through the Town Manager's office.

National Grid Delegation: Aleta M. Fazzone, Director, Community & Customer Management; David Gendall, Manager Community and Customer Management; Kenneth B. Lomax, Director Overhead Lines, West

State Representatives Golden and Nangle were also present in the audience. DPW Director Jim Pearson was present. Mr. Gendall summarized the extensive damage that occurred during the October, 2011 storm, which affected the country's entire eastern seaboard. About \$23 million is spent on tree trimming annually. The trees that came down in this storm were often far away from wires or poles, and so were not often suspects for trimming. The Town was thanked for outstanding communications with them during this event. A list of streets that still need tree trimming attention was provided to the National Grid representatives.

Mr. Lomax noted 90% of the company's customers were without power after this storm. The process of restoration evaluation was described, and the company learned that communicating where the crews are working is important, and may be made easier through use of portable GPS tracking units. The different types of crews used were described, and the company is aware they need more resources for high voltage line crews. Chairman Dixon suggested creating a five year plan for more aggressive tree cutting. Mr. Pearson indicated he had seen crews working on problem areas identified to the company. Mr. Lomax noted the company needs to improve on communications with its customers-such as being able to speak with a live person and following up as promised. Communication with town officials was excellent. Mr. Gendall noted current challenges being addressed on their outage central website and trying to use text messaging technology. Mr. Lomax advised that hospitals and pump station areas are usually given highest priority and municipalities advise them of other critical areas. Action items brought out at the DPU meeting in Tyngsboro are being actively pursued.

Public Hearing-Evan Belansky-EPA Brownfield Grant

This hearing was cancelled due to the funding limit having been reached.

Public Hearing-5 Courthouse Lane; change of name, stockholders & directors, corporate name, outdoor seating

No one was present to represent the applicant. Chairman Dixon requested a letter be sent to the applicant advising that if the requested information is not received, the Board may vote to suspend the applicant's license. Mr. Cohen will start the suspension hearing process. Selectman Wojtas noted the applicant was warned the last time to come to the hearing prepared. No further progress has been made regarding the required sewer connection by the property owner-the matter is being handled through the court by the Board of Health. Mr. Cohen noted there is no evidence of failure of the current septic system.

Motion: by Selectman Hanson to continue the Public Hearing for 5 Courthouse Lane, Center Ice Pub, to February 13, 2012 at 7:30PM, and that a letter be sent to the applicant advising that all requested materials must be received prior to the meeting. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Bid Awards

Fire Truck

Mr. Cohen advised that only one bid was received for this project, which is a restoration of Engine 5. The project was an item in the capital budget, and the work will take several weeks to complete.

Motion: by Selectman Hanson to approve the Town Manager's bid award for the restoration of Engine 5 to Bulldog Fire Apparatus of Woodville, Ma in an amount not to exceed \$35,074.00 . Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Appointments

Cultural Council

Motion: by Selectman Hanson to approve the Town Manager's Appointment of David Lapierre to the Chelmsford Cultural Council for a term to expire on June 30, 2014. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Reports

Draft Warrant for Spring Annual Town Meeting

Mr. Cohen read through the list of Town Meeting articles for the Spring 2012 Town Meeting being held on April 30, 2012.

Wotton Street Community Gardens-Lease of Agricultural Land

The draft Request for Proposals for the Wotton St. farm land lease was provided for the Board's review. This bid award is expected to be completed in February.

Other Reports

A joint Meeting between the Board of Selectmen, Finance Committee and the School Committee to discuss the FY2013 budget will be held on January 30, 2012 at 7PM at the School Department Administrative Office. The Governor has announced that Chapter 70, local aid and circuit breaker funding will be level funded with the same amounts as for FY2012. Other assessments still need to be announced.

The Senior Center will be experiencing some personnel changes as Diana Ryder has announced she plans to retire on June 1, 2012.

DPW Director Jim Pearson has also announced his intention to retire on June 30, 2012.

John Long of the Highway Department will be retiring in November, 2012.

Steve Jahnle has been appointed Town Engineer effective immediately.

Motor vehicle excise tax bills will be issued on February 8, 2012, due by March 9, 2012. The total Excise Tax commitment is \$3.1 million, which is still down as people are able to keep their vehicles longer. Exempt vehicles still need to be deleted from the commitment.

Meeting Minutes

Regular Meeting Minutes-December 19, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of December 19, 2011 as presented. Seconded by Selectman Kurland. **Motion carries, unanimous.**

Unscheduled Business

Public Input Session, February 8, 2012

This event will be held at the Senior Center on Groton Rd. starting at 7PM. Everyone is welcome.

Sign Warrant for Presidential Election

This Primary election is being held on March 6, 2012. Notices are being mailed to advise residents which precinct they are in.

Motion: by Selectman Hanson to sign and approve the Warrant for Presidential Primary on March 6, 2012, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Discuss Donations Committee

Selectman Hanson drafted a charge for this committee for the Board's review, and requested feedback from the Board. This charge was drafted as a way to coordinate donation efforts, similar to what is done in Acton. Selectman Kurland suggested more information be obtained from the Town of Groton's program. Selectman Wojtas raised a concern that this initiative would conflict with other committees that are already soliciting donations. Further discussion to be continued at a future meeting.

Selectmen Liaison Reports & Referrals

Selectman Kurland:

- The Artwalk kickoff was held on January 22, 2012. Residents were encouraged to visit the displays in the Town Center, and vote on them. Merchants were thanked for allowing the art to be displayed in their windows.
- Office hours will be held on February 4, 2012 at the Java Room starting at 9AM for anyone who has questions for Selectman Kurland
- Selectman Kurland wished to comment on the recent media attention regarding access of public records, which the Town Manager's office is more than willing to provide. The request noted in the media is the first one that has been problematic.

Selectman Lane:

- Residents were encouraged to attend the Board's next Public Input Session being held on February 8, 2012 at 7PM, at the Senior Center.
- The Community Preservation Committee is holding their next Public Hearing on February 15, 2012, at 7PM, in Room 205 of the Town Offices.
- The Community Preservation Coalition is considering Chelmsford as a location for their next annual meeting which would be held in the newly restored Center Town Hall.
- Candidates for the Board of Selectmen will be provided an opportunity to introduce themselves at a future Board meeting toward the end of February.

Selectman Wojtas:

- Andrew Antonitis and Kyle Chagnon were congratulated on achieving Eagle Scout status.
- Residents were encouraged to attend the MBTA hearing regarding fee and service changes being held at Lowell City Hall on February 6, 2012 from 5-7PM.
- Mr. Cohen provided an update regarding the electric vehicle charging stations recently installed at the Adams Library and Vinal Square. The stations were paid for via a grant, at no cost to the Town. The grant pays the first two years of use, and monthly reports will be submitted by the state as a market test to expand this technology. After the two year period, users will pay a fee to charge their vehicles. The stations have their own electric meter, which is also not paid for by the Town. More information on this program and solar benefits will be forthcoming.
- Needy Meds Prescription drugs cards are now available online.
- Sgt. Nathan Martinez was welcomed home.

Selectman Hanson:

- Residents were reminded there is still time to pull papers for running for any of the open positions in this year's election. Questions about serving can be directed to anyone on the Board.
- The workshops presented at the recent MMA Conference can be viewed online if anyone is interested.
- Office hours will be held on Thursday at the Java Room from 5-6PM.

Chairman Dixon:

- Chairman Dixon looked forward to continuing to work with National Grid to hold them to their commitments. Residents were encouraged to notify the Board or the Town Manager if problems are found.

- Donna Berger and Peggy Dunn were congratulated on their successful launch of Artwalk.
- John DiRocco was welcomed home, with best wishes for a speedy recovery.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Selectman Hanson wished everyone a Happy Chinese and Vietnamese New Year. This will be the Year of the Dragon.

Motion: by Selectman Hanson to adjourn this meeting at 9:20PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Next Regular Meeting: February 13, 2011.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Winterfest 2012 Event Schedule
- ATEF Spring 2012 Funding cycle pamphlet
- Information and Warrant article information on Trees & Tree city USA
- List of Committee Vacancies
- Supporting information for St. Vartanantz Church
- Supporting documents for National Grid's presentation
- Supporting information for 5 Courthouse Lane
- Memo of January 19, 2012 from Even Belansky regarding the Katrina Rd. Brownfield Project
- Memo of January 20, 2012 from Marian Currier regarding the fire Truck bid award.
- Committee Application of David LaPierre for Cultural council
- Spring town Meeting 2012 Warrant Article Summary
- Draft Wotton St. Farm Land Invitation to Bid
- Draft minutes of December 19, 2011
- Public Input Session Flyer for February 8, 2012
- Warrant for Presidential Primary
- Draft Charge for a Chelmsford Donations Committee



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
January 30, 2012

Town Offices
230 North Rd.

RECEIVED

2012 JAN 26 PM 4:16

TOWN OF CHELMSFORD
OFFICIALS ONLY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Scheduled Business

- One Day Beer & Wine License – St. Mary Parish, February 4, 2012
- One Day Beer & Wine License – Combat Sports Club – February 5, 2012
- Town Manager Fiscal Year 2013 Budget Presentation

Press Questions

Next Regular Meeting: February 13, 2012

Town of Chelmsford
Board of Selectmen Minutes
230 North Road
Central Administration Conference Room I
Chelmsford, Ma 01824

Tri-Board Regular Meeting MINUTES
January 30, 2012

Board of Selectmen Attending:

George Dixon, Jr., Chairman
Matt Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager
John Sousa, Finance Director/Treasurer

School Committee Attending:

Janet Askenberg, Chairperson
Nick DeSilvio, Vice Chair
Al Thomas, Secretary
Evelyn Thoren
Michael Rigney

Frank Tiano, Superintendent
Kathy McWilliams, Business Manager

Finance Committee Attending:

Mary Frantz, Chairperson
Roy Treible, Vice Chair
Stratos Dukakis
Tim McIlvenna,

Sheila Pichette
Sasha Bonakdar
Patrice Garvin

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

The Board of Selectmen wished to address two-One Day License Requests:

Motion: By Selectman Hanson to approve a One Day Beer & Wine License to St. Mary's Parish at 25 North Rd. for February 4, 2012 from 6-10PM contingent upon receiving TIPS Certification. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve a One Day Beer & Wine License to Combat Sports Club at 51 Middlesex St. for February 5, 2012 from 1PM-12AM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Mr. Cohen advised the State budget was received last week, and local aid was level funded as expected. A slight increase was received for Chapter 70 aid for 41 communities. The Senate will hear the budget in May; the House has not voiced any major objections to date. Final figures will be received in July.

Mr. Cohen provided a listing of past successes the Town has experienced, even during the recession years. The acquisition of Sunny Meadow Farm, Pond St. beach, two Town Hall Restoration Projects and several community housing initiatives were made possible through Community Preservation Grant funding. Multiple grant awards allowed other projects to be done-some of which were the Katrina Rd. Brownfields remediation, installation of solar panels and electric vehicle charging stations, and various school facility improvement projects. Several Master Plans were completed, open space land is being placed into the custody of the Conservation Commission, the police and fire departments have achieved several awards for excellence, and Municipal Health Insurance Reform was approved. The Town has received recognition for its website, Annual Town Report, and bond rating. The Town has also received recognition in Money Magazine as the 28th best place to live in America.

Mr. Sousa provided an updated status of FY12 revenue receipts, which are about 52% collected. Data on the Motor Vehicle Excise Tax commitments since 2008 were provided, and it was noted that midyear commitments were down by about \$9,000.00.

Expenses were 53.5% expended, he is paying attention to police and fire department overtime. Unemployment benefits are 86% expended due to layoffs of custodians. Estimated overages of unemployment benefits will be defrayed by savings realized from health insurance costs. Snow & ice accounts are 41.7% expended due to the October storm, for which FEMA aid may or may not be received.

Mr. Cohen explained capital expenditures for education, public safety, care of senior citizens and preservation of municipal facilities were a budget priority this year. Goals include \$1,430,000 of new funding for public schools, restoration of two police officers, adding a Fire Department Training officer, and entering into a partnership with the Chelmsford Housing Authority to enhance the Senior Center. Other goals include the restoration of 2 Facilities Maintenance positions, restoration of Sunday hours at the Adams Library, and care of public shade trees. Capital investments include \$1 million in School Department facilities and \$556,000 in School Department Technology. Public Safety investments include a database upgrade, digital portable radios for the fire department, automated license plate readers for the police department, and a proposal for a new Center Fire Station Headquarters.

Expected revenues from property taxes, State Aid, Local Receipts and Available funds were provided, as were excluded debt service numbers, for a revenue increase of \$2,325,716.99. Expense increases are expected to be the same amount.

Data was provided to compare fiscal years 2008 and 2013 revenues and expenditures. It was noted that although Chapter 70 aid increased, general government aid decreased, and staffing levels are 90 positions (9.5%) lower in 2013 than in 2008.

Mrs. Askenberg asked if outsourcing to a local company was considered for the two facilities maintenance positions. Mr. Cohen explained the need for the individual to be flexible to cover people out on injury or vacation and perform additional facilities tasks within the department. Additionally, he expects improvements on custodial efforts in the schools.

Mr. DeSilvio questioned the procedure change for funding the new fire headquarters. Mr. Cohen explained that previous budget constraints required the project be brought before the voters. Due to the Health Insurance Reform and level funding of aid from the State, asking the voters for more money is not needed at this time. The project can be funded within the levy. Ms. Frantz asked about some debt items

that were refinanced, and was told that the reason for the refinance was to decrease interest costs; the payback period cannot be extended and remains the same. She also asked how many positions were being added in total, and was told the net result was two more positions, since if the partnership agreement for the Senior Center is finalized, those employees would be shifted to the Housing Authority. Mr. Cohen also noted that the School budget is still pending.

Mr. McIlvenna received confirmation that restored services and changes made to last year's budget were still included in this year's budget. Mr. McIlvenna also noted that more ADA compliance is being done.

Ms. Frantz was given confirmation that no waivers are needed for Library certification.

Mr. Cohen noted no guarantee of future debt exclusion proposals. He expects the phased DPW project to be funded within the levy, and other school and sewer projects have been coming in under budget, the savings of which allows other debt to be paid down. Mrs. Pichette asked how lottery money was accounted for. Mr. Cohen explained this is no longer a dedicated fund, but is rolled into the general fund.

Mr. Sousa explained a one page insert on state programs available to seniors has been included in the recent tax bill mailing.

Mr. Cohen reviewed data regarding student enrollment at public schools and Nashoba Technical High School from 2002-2012. Ms. Frantz noted different costs per student at each school, and that foundation budgets at the state level are not changing due to lack of funding. Mr. DeSilvio confirmed there are ongoing discussions being held with legislators regarding this matter.

There were no questions received from the press.

Motion: by Selectman Hanson to adjourn the meeting at 8:30PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully submitted,

Vivian W. Merrill
Recording Secretary

Reference Documents:

- FY 2013 Operating Budget presentation
- Report of Receipts to date through December 31, 2011
- FY 2012 status report through January 31, 2012.
- FY 2013 Capital Improvement Plan Recommendation list.
- FY 2013 Town Manager's Recommended Budget

FEB

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Wednesday February 8

Time: 7:00 pm

Location: Senior Center

Room Number: hall

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

Quinn J. Maloney

February 11 5/17

RECEIVED

2012 JAN -5 PM 2:54

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Mon, February 13, 2012 Time: 7:00pm

Location: Town Office Room Number: 204

Name of Building

54 Bullfinch Rd

Street Address

Town Clerk's Signature: [Signature]

1. December 1/5/12

Clerk/Bd. Member & Date

RECEIVED

2012 JAN -5 PM 2:54

TOWN OF CHELSEA
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday 27

Time: 7:00 pm

Location: Town Office

Room Number: 204

Name of Building

So. Dillman Rd.

Street Address

Quinn J. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

Maloney 1/5/12

RECEIVED

2012 JAN -5 PM 2:53

TOWN OF CHELSEA, MASS.
ONORINA Z. MALONEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN
PUBLIC INPUT / WORK SESSION
February 8, 2012

RECEIVED

2012 FEB -6 PM 3:05

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Senior Center
75 Groton Rd.

7:00 p.m. Call to Order - Notification of live cablecast

Scheduled Business

- Vacate Foreclosure Judgment for 16 Longview Drive
- PUBLIC INPUT FORUM

Meeting Minutes

Regular Meeting Minutes - Monday, January 9, 2012

Press Questions

Next Regular Meeting: February 13, 2012

20-0000-0000

Town of Chelmsford
Board of Selectmen Minutes
75 Groton Road
North Chelmsford, Ma 01863

**Public Input Session MINUTES
February 8, 2012**

Attending:

George Dixon, Jr., Chairman
Matt Hanson, Vice Chair
Jim Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:01PM.

Scheduled Business

Vacate Foreclosure Judgment for 16 Longview Drive

Mr. Cohen explained this property is going through the foreclosure process, and is moving toward being auctioned. The former owners have paid up their outstanding tax debt, which clears the title.

Motion: by Selectman Hanson to vacate the final judgment covering the tax taking made against Estate of Carol Bly for unpaid taxes covering the property at 16 Longview Drive, Chelmsford, upon payment of all taxes, interest, and charges due as provided under MGL 60:69. Seconded by Selectman Lane. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes, January 9, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of January 9, 2012 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Public Input Forum

Speakers were requested to provide their name and address for the record.

Audience Comments:

Phil Stanway, 6 Lantern Lane, Precinct 7 read from a prepared statement regarding work being done by the Oak Hill Study Committee. Mr. Stanway clarified that he was not speaking for the Committee, but as a resident involved in open space issues. Mr. Stanway referred to lessons learned from 9 North Rd. and when looking at a parcel, one needs to look at everything and come up with a clear plan. Mr. Stanway noted the restriction prepared for Sunny Meadow Farm took a long time, but it was done right, and the Oak Hill parcel should be done the same way. The previous housing study was not the only use to consider. The purpose of the Committee is to make a recommendation and the ultimate use will be decided by Town Meeting. Everyone is

invited to attend Oak Hill Study Committee meetings. The next one is set for Thursday February 9, 2012.

Tom Liakos, 25 Donna Rd., explained he was looking at the budget figures posted on the Town's website, and had questions regarding using savings realized from health insurance costs to fund the new fire station instead of using the savings to fund currently underfunded post-employment retirement benefits. Mr. Cohen explained that unfunded pension liability is being funded, and unfunded health insurance mandates are currently being partially funded. The state's goal is to have all of these mandates fully funded by 2038. There are legislative efforts pending to address how to fund these mandates in the future; currently the Town has a 60/40 split of costs with retirees. Mr. Liakos noted most town employees would retire at 55. Mr. Cohen explained the only class approved to retire at 55 is Public Safety. Other classes of employees would only receive 60% of their benefits instead of 80% if they retire at 55. Mr. Liakos thought the \$26,000 estimated salary figure was low. Mr. Cohen explained the figure came from the Retirement Board's website, as some retirees have been in the system for decades. The figure is in line with Social Security earnings.

While waiting for the next speaker, Chairman Dixon announced Chelmsford Open Space Stewardship was looking for volunteers to assist with clean-up efforts at Red Wing Farm this Saturday, February 11, 2012, starting at 8AM.

Maria Karafelis, Precinct 2, asked why there was no debt exclusion being considered for the new fire station. Mr. Cohen explained, that savings realized from health insurance cost savings and the level funded state aid figures would allow the project to be funded within the current Prop. 2 ½ levy, and no additional funding was needed. An amount of \$650,000.00 has been set aside for the fire Station debt service, which is the same way the current police station, Center School, and library projects were funded. Mr. Cohen felt one only goes to the ballot when it is needed. Clare Jeannotte was credited for recommending a five year plan be established for capital needs, which has made planning projects much easier. Chairman Dixon explained the plan is still in its conceptual stages, and will eventually have to pass at Town Meeting. Mr. Cohen explained the current concept is to build the station beside Town Offices, with access from Billerica Rd. Mr. Cohen hopes to have updates on all current projects within three weeks. . Selectman Lane noted the Town Manager was given direction as part of the 2011 Selectmen goals to work with the Permanent Building Committee to bring forward a solution to fulfill the need for a new Fire Department Headquarters and a means to fund it. The Town Manager is in the process of completing this objective and the BOS will determine the next steps as a matter of policy. Mrs. Karafelis asked if moving the Dutton house was still being considered. Mr. Cohen explained the Chelmsford Housing Authority is still interested in the plan, however, it has been tabled for now. Mrs. Karafelis requested an update on the lawsuit filed regarding acquisition of Town documents. Mr. Cohen explained a response has been filed by Town Counsel. The plaintiff has requested additional time, which Mr. Cohen agreed to, and a ten day extension was granted. A response is expected in two weeks. In the meantime, more requests for documents are being received covering a period of the last three years, and these will take time, as some of them involve multiple departments. The town is doing the best they can to be timely.

Clare Jeannotte, 3 Hawthorne Lane thanked the Board for having National Grid make their presentation, which she views as a start. She asked the Board who residents should contact at National Grid if there is a tree that needs attention. Chairman Dixon advised residents to call the Town Manager's office, as there is no dedicated number that he is aware of. Selectman Kurland suggested also calling the DPW, as some issues can be addressed locally. Some trees are on private land, and these take time to address. Mrs. Jeannotte asked if there was an alternative for the Fire Station funding plan that could include the voter. Selectman Kurland advised the voter can contact their Town Meeting Representative, as the measure will require Town Meeting approval. Mr. Cohen advised that the Board of Selectmen could put a non-binding referendum question on the Annual Town Election Ballot in April or action could be petitioned to voters as was done for the library.

Pam Armstrong, C6 Scotty Hollow asked how overgrown bushes in areas of Town could be addressed. Mr. Cohen explained letters are sent to the property owner indicating there is a public safety issue, and the police and DPW investigate the situation. Ms. Armstrong asked why there has not been a committee formed to study the effects of solar panels, as only one site has been considered. Chairman Dixon pointed out that solar panels have been installed on several municipal buildings and that the Water District has put up a field of panels next to a residential neighborhood on Crooked Spring Rd. with no adverse effects or complaints. Mr. Cohen referred to a state study completed that recommended this type of use for capped landfills. Solar farms are prohibited in conservation areas. A proposal is pending for the Glenview landfill area. Selectman Lane advised the Planning board is working on creating a bylaw requiring site plan review for this type of use. Ms. Armstrong was encouraged to contact the water district for information regarding their solar field.

Maria Karafelis asked if Oak Hill could be considered for solar panels. Mr. Cohen advised that a solar farm needs to be on a flat parcel, and there are no large flat areas or utility lines on Oak Hill.

Tom Fall, 255 Littleton Rd., requested an update on the Smith St./Parkhurst Rd. construction. Mr. Cohen explained work on this state project stopped on November 15, as is custom for this area and this time of year. He expects work to start again in April. Easements will be requested where needed for additional sidewalks. Unexpected ledge and pole issues caused delays with this project which should be completed by late Spring.

Betty Twombly, 19 Windemere Lane, asked if there were any plans for the former Stop and Shop plaza in Chelmsford Center. Mr. Cohen advised that the Town does not own the site. The Town has asked for plans, however, the owner is within their rights under current zoning to lease the space to another retailer. Marshalls is still paying rent at this location. Stop and Shop has hired a consultant to determine a "best use" for the area, the results have not been received to date. The town has applied for a grant to study a housing analysis for the downtown area. Mr. Cohen hopes to have a concept in a few months. The site is currently being marketed as a retail site.

Tim McIlvenna, 11 Brook St. suggested a family center for the Stop and Shop location, as there is nowhere to take the kids for parties or activities in Town. Selectman Lane advised there is

currently no definition in the town bylaws allowing this use. This will be addressed at Spring Town Meeting in response to a Master Plan recommendation which will update the use tables and definitions. Mr. McIlvenna also requested that leaf-pickup be restored as a municipal service to reduce the amount of leaves being illegally dumped in open space areas. Mr. McIlvenna would also like to see more people come forth to volunteer for the Town, as its residents have a diverse talent pool.

Tom Fall, 255 Littleton Rd. requested the Board to remind Stop and Shop that residents need to travel further for their groceries now. Mr. Cohen explained he was advised by Stop and Shop there was no interest in leasing to another grocer at this location.

Pam Armstrong, C6 Scotty Hollow, Asked why businesses could not participate in curbside recycling pick-up. Mr. Cohen explained the rebates the Town receives would not cover the additional costs of pickup at these locations.

Tom Liakos, 25 Donna Rd., requested who dictated that the Parkhurst Rd. project be done. Selectman Wojtas explained this proposal was requested 7-8 years ago, and was repeatedly declined for lack of funding. Stimulus funding of \$2.3 million became available through ARRA, and the project was started. Mr. Liakos was relieved the cost of the project was so low, as he understood it to be \$11 million.

Press Questions

No one came forward at this time.

There being no further questions, the Public Input Session was ended.

Motion: by Selectman Hanson to adjourn this meeting at 8:35PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Memo of February 1, 2012 from John Sousa to vacate the foreclosure judgment on 16 Longview Rd.
- Draft meeting minutes of January 9, 2012.



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
February 13, 2012

RECEIVED
2012 FEB -9 PM 3:07
TOWN OF CHELMSFORD
ONORINA Z. KOLLOVEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

Open Session

Committee Vacancies

Scheduled Business

- One Day All Alcohol License – Saint Vartanantz, Westford Education Foundation, March 24, 2012

7:30 p.m. • All Alcohol License Disciplinary Hearing – 5 Courthouse Lane

Town Manager Reports

- a) Review of Town Meeting Warrant Articles
- b) Town Hall & Town Common Landscaping Plan
- c) Subsidized Housing Inventory Update

Unscheduled Business

- Golden Cove Road Truck Exclusion

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: February 27, 2012

NOV 19 1963

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
February 13, 2012**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

There were no announcements this evening.

Open Session

Robert Joyce, 103 Turnpike Rd. explained he was disturbed that the funding request for the new fire station proposal was not being brought to a public vote. Mr. Joyce felt that even though the excluded debt amount is decreasing this is not reason enough to replace it with new debt. Voters want a tax break, as their tax bills always increase. Mr. Joyce felt certain money received from the state should be used to defray taxes, not for capital projects. Voters should be given a voice, even if through a non-binding referendum question. Health insurance savings will be temporary, as those rates increase every year as well. Mr. Joyce felt the station should be built on Wilson St., and the reason the prior vote failed was due to distrust in government, not because of the location. Chairman Dixon advised there were a variety of reasons the prior vote failed, including the location. Once a new plan was reviewed, and more information was made available, then the Board could make some decisions. Mr. Joyce encouraged residents to call him, and provided his contact information.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

One Day All Alcohol License-Saint Vartanantz, Westford Education Foundation, March 24, 2012

Kathy Fahey was present for questions. This is the Foundation's biggest fundraiser, and they expect attendance to be around 250 people. TIPS certification is on file.

Motion: by Selectman Hanson to approve a One Day All Alcoholic Beverages License for the Westford Education Foundation, Inc. for the hours of 6:30PM-12:00AM on March 24, 2012 at Saint Vartanantz Church on 180 Old Westford Rd. Seconded by Selectman Lane. **Motion carries, unanimous.**

All Alcohol License Disciplinary Hearing-5 Courthouse Lane

This hearing has been postponed.

Town Manager Reports

Review Town Meeting Warrant Articles

Mr. Cohen reminded the Board that the warrant will be signed at the meeting of February 27, 2012. An updated list of Warrant Articles was read. Pat Maloney, Co-Chair of the Permanent Building Committee is scheduled to appear on February 27 to discuss a new fire station proposal, and provide an update of all ongoing capital projects. The list of parcels to be transferred to the Conservation Commission was read off. Encroachments on several of the parcels are being addressed via a letter advising the encroachers to vacate the property within thirty days. The parcel on Acton Rd. was considered for possible Rail Trail parking, but the usable area may not be adequate, and it may be difficult to safely cross Acton Rd. The Community Preservation Committee (CPC) is holding a public hearing on February 15, 2012 for their articles. The Planning Board is holding a public hearing on March 14, 2012 to discuss their zoning articles. Mr. Cohen agreed to clarify where Old Billerica Rd. is located on the Scenic Road article, per Selectman Wojtas' request. Article 30 (easement) and 34 (Swain Rd Solar Farm Lease) may be deleted if they are not ready in time. Town Counsel and Finance Committee reviews are still pending. Selectman Lane asked if there would be enough time for public input regarding Article 10 on the Fire Station. Mr. Cohen felt eight weeks was an adequate amount of time for residents to raise concerns or questions, and the Board could decide to postpone if necessary.

Town Hall and Town Common Landscaping Plan

Mr. Cohen provided photos of existing conditions and historic conditions for the Board's review. The conceptual plan includes the planting of new trees and a sidewalk by the Center for the Arts, and new tree plantings and a cross walk for the Common. Eventually a post and rail fence could be installed, but not for a while. The light for the flagpole will be replaced, and Mr. Cohen is awaiting word from the manufacturer of the flag cable that snapped to see if they will replace it, as it snapped after only five months of use.

Subsidized Housing Inventory Update

Mr. Cohen reported that 37 units were added to this inventory from the CHOICE Center, and the units promised by the Hillside Gardens and Riverneck Road 40B projects were deleted from the inventory because the permits were granted over a year ago, and no construction has been started.

Other Reports

The Town Clerk has announced that absentee ballots are now available for the March 6 Presidential Primary, and the Town Clerk's Office will be open until 8PM on February 15, 2012 for anyone wishing to register to vote in time for that election.

Dedicated left turn signals will be installed by Mass. DOT at the intersections of Golden Cove Rd. and Chelmsford St. No crosswalks are being installed due to cost considerations in having to change the configuration of this intersection.

The DPW will be addressing the traffic barrel in the Town Center.

Mr. Cohen received notice from Comcast/xfinity that effective March 20, 2012; the Government Access Channel will change from channel 10 to channel 99. This change will affect all of Eastern Massachusetts. The change will be advertised on Telemedia and the Town web site. Current local channels will be 8, 22, and 99.

Chelmsford provides \$40,000.00 for the transportation of homeless students, which is an unfunded mandate under the Kinney Act. The goal is to have the Town be reimbursed for these expenses.

Unscheduled Business

Golden Cove Road Truck Exclusion

Mr. Cohen explained the sign excluding heavy trucks from Golden Cove Rd. was erected in 1990; however, the paperwork was never formally completed by the Town. The alternate route for trucks weighing more than 2 ½ tons will be down Wilson St. This matter was brought to the attention of State Representative Cory Atkins for resolution.

Motion: by Selectman Hanson that The Chelmsford Board of Selectmen vote to amend Bylaw 203-42 (Heavy Commercial Vehicles) to include Golden Cove Road as follows:

Golden Cove Road, entire length, 24 hours a day. The alternate route shall be via Billerica Rd. (Rte. 129) to Wilson St. to Chelmsford St. (Rt. 110).

Seconded by Selectman Lane. **Motion carries, unanimous.**

Selectmen Referrals

Selectman Kurland:

- Winterfest organizers were thanked for their efforts, and the library event was very well done.
- Residents were reminded there will be a Winter Farmer's Market Event this Saturday at Agway, 24 Maple Rd.
- The Chelmsford Open Space Stewardship (COSS) was thanked for their clean-up efforts at Red Wing Farm on February 11, 2012.
- Happy Valentine's Day!

Selectman Lane:

- Local restaurants and Harrington liquors were thanked for the donated food and drink at Winterfest.

- Attendees at the Board's latest Public Input Session were thanked for their time and input. Residents were reminded they can contact the Board at any time.
- The Community Preservation Committee is holding a Public Hearing regarding their Spring Town Meeting Articles on February 15, 2012 at 7PM in Room 205 of the Town Offices. Anyone can attend.

Selectman Wojtas:

- The Police Department has been officially awarded their state accreditation.
- The Library will hold a seminar on Global Warming on February 22, 2012.
- Old clothes and shoes can be recycled at local drop- boxes, and do not need to be put in the trash. The condition of the clothing does not matter, a use will be found for it.
- The Recycling Committee has put a link on their page on the Town web site to a blog that discusses composting.
- SPC Matthew Ackernecht was welcomed home from Afganistan.
- Selectman Wojtas would like the Board to re-visit 2AM closings of local establishments that serve alcohol in light of recent news stories in neighboring communities.

Selectman Hanson:

- Information regarding the Donations Committee used in the Town of Acton was reviewed, and Selectman Hanson is requesting to expand the charge of Chelmsford's future Donation Committee to include the review of volunteer applications for Committee work, or to become more involved in actively soliciting volunteers. More discussion will be had at the next Board meeting. Selectman Wojtas requested adding the recognition of volunteers to the charge.
- Office Hours will be held at the Java Room from 5-6PM each Thursday, for anyone wishing to ask questions of Selectman Hanson.

Chairman Dixon:

- Congratulations were given to Andrew Giannino and local Cub Scouts who were promoted to Boy Scouts in a recent ceremony.
- Residents were wished a Happy Valentine's Day.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: February 27, 2012.

Motion: by Selectman Hanson to adjourn this meeting at 8:20PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Supporting Documents for Westford Education Foundation One Day License Application
- Supporting documents for 5Courthouse Lane
- Spring Town Meeting 2012 Warrant Article Summary documents
- Town of Chelmsford Warrant for Annual Town election
- Supporting information for Town Common Landscaping
- Subsidized Housing Inventory Information
- Golden Cove Road Truck Exclusion Information



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
February 27, 2012

RECEIVED

2012 FEB 23 PM 3:31

Town of Chelmsford
Office of the Town Clerk
100 North Street
Chelmsford, MA 01824
Tel: 978.281.2000
Fax: 978.281.2001
www.chelmsfordma.gov

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Candidates for Selectmen

Open Session

Committee Vacancies

Scheduled Business

- Auto Dealers License - Change of Manager and dba – SB&EE Auto Sales, Inc., 65 Tyngsboro Road
- One Day Beer & Wine License, All Saints Church for CCA, March 24, 2012
- One Day All Alcohol License, Saint John the Evangelist, March 17, 2012
- Common Victualer License - Change of Hours- Chelmsford Lodge of Elks

7:30 p.m.

- Pho Dalat – Transfer of All Alcohol Restaurant License @ 131 Drum Hill Road
- Dinell Clark & Jan Spence – FEMA Hazard Mitigation Grant, Williamsburg
- Patrick Maloney – Permanent Building Committee Update
New Center Fire Station Proposal

Town Manager Reports

- a) Bid Award – Lease of Wotton Street Agricultural Land
- b) Green Communities Grant Application
- c) Solarize Massachusetts RFP
- d) MAPC Wellness Mini Grant
- e) Drum Hill / Wood Street / Rourke Bridge Corridor Study Advisory Committee
- f) Chelmsford Country Club First Tee Reconstruction

Meeting Minutes

- a) Regular Meeting Minutes – January 23, 2012
- b) Tri-Board Meeting Minutes – January 30, 2012
- c) Public Input Session Minutes – February 8, 2012
- d) Regular Meeting Minutes – February 13, 2012

Unscheduled Business

- a) Non-Binding Ballot Question Regarding New Fire Station
- b) Sign Warrant for Spring Annual Town Meeting
- c) DOER Fuel Efficiency Policy – Green Communities

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: March 12, 2012

MAR

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, March 12, 2012 Time: 7:00 pm

Location: Town Office Room Number: 204

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

Daniel J. Malone

Debra J. Malone 3/5/12

RECEIVED

2012 MAR -5 PM 3:45

TOWN OF CHELSEA
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Tuesday March 26, 2013 Time: 7:00 pm

Location: Town Office Room Number: 304

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2012 MAR -5 PM 3:44

TOWN OF CHELSEA
ONORINA Z MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, March 16, 2014

Time: 7:30 pm

Location: Town Office

Name of Building

Room Number: 201

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

Antonia J. Hylton

3/14/14

joined w/ School Committee

RECEIVED

2012 MAR 14 PM 3:07

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Public Information

Date of Meeting: Tuesday March 27, 2012 Time: 7:00 PM

Location: Town Office

Name of Building

Room Number: 201

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2012 MAR 19 AM 3:06

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

*Public
Input*

Name Of Department or Board: *Board of Selectmen*

Date of Meeting: *Tuesday, March 27th*

Time: *7:00pm*

Location: *Town of Belchertown*

March 13 11:05:52

Name of Building: *50 Belchertown Rd*

Room Number: *319*

Street Address: *710 Green St*

Town Clerk's Signature: *Deanna Sybilson*

Clerk/Bd. Member & Date: *3/13/12*

CANCELLED

RECEIVED

2012 MAR 13 PM 12:26

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
March 12, 2012

RECEIVED

2012 MAR -8 PM 2:46

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Proclamation: Firefighters Mike Chaisson & Tim Shanahan
- Jennifer Almeida – Thermal Imaging and Energy Conservation
- Absentee Ballot availability and Voter Registration deadline

Open Session

Committee Vacancies

Scheduled Business

- Fire Chief, Mike Curran – Center Fire Station Proposal
- 7: 30 p.m. • Public Hearing: Fishbones – Alteration of premises

Town Manager Reports

- Solar Net Metering

Town Manager Appointments

- Drum Hill / Wood St./Rourke Bridge Corridor Study Advisory Committee

Unscheduled Business

- Vote on Transfer of All Alcohol Restaurant License @ 131 Drum Hill Road

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session:

- Sewer Taking Litigation

Next Regular Meeting: March 26, 2012

RECEIVED

MAR-8 PM 5:48

TOWN OF CHELSEA
ONQUIA T. RALPH
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA. 01824

**Regular Meeting MINUTES
March 12, 2012**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

Proclamation: Firefighters Mike Chaisson & Tim Shanahan

The firefighters were recognized for their efforts during the June 1, 2011 tornados in the Springfield, MA. area. The proclamation was read by Selectman Hanson and accepted by each officer. Fire Chief Mike Curran read a letter received from the Salvation Army.

Jennifer Almeida-Thermal Imaging and Energy Conservation

Ms. Almeida encouraged residents to participate in this free program where a Sagewell company vehicle drives past your home and takes a thermal image of the dwelling. Residential and Commercial property owners can sign up for this service.

Phase Two of the Solarize Mass. Program is progressing and Ms. Almeida hopes Chelmsford is one of the Towns selected to participate in this phase. A decision will be announced by March 29, 2012. Selectman Lane thanked Ms. Almeida for the efforts of her and her office.

Absentee Ballot Availability and Voter Registration Deadline

Town Manager Cohen reminded residents of the Town Election being held on April 3, 2012, and that the Town Clerk's office will be open until 8PM on March 14, 2012 for anyone wishing to register to vote. Absentee ballots will be available next week, and are due by April 2, 2012.

Open Session

John Edward, Precinct 5, announced that the recently completed 2012 Affordable Housing Plan has been approved by the State. This document will help the Town control where future development occurs. Town Manager Cohen will send notice that the Housing Advisory Board is requesting liaison members from the Board of Selectmen, Planning Board and Chelmsford Housing Authority to begin working on the plan.

Chuck Crannell, Precinct 5 thanked Town Manager Cohen for his response to his questions regarding the Fire Station Proposal. Mr. Crannell noticed that his research showed reconstruction costs for steel and masonry buildings in the Boston area were closer to \$200.00/SF, as opposed to the \$350.00/SF cost Mr. Maloney had previously suggested. Selectman Kurland noted that municipalities are subject to regulations that will add to the cost. Mr. Maloney would be present later in the meeting to address Mr. Crannell's question.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

At this time, Mr. Crannell was called back to the podium to ask his question to Mr. Maloney, who was now present. Mr. Maloney explained there were lots of variables considered when using REED construction data. REED construction data is one source commonly used by contractors, RS Means is another commonly used source. Mr. Maloney based his cost on previous bids received by the Town over the past several years. It was possible that the information that Mr. Crannell found did not include soft costs of a project, and without knowing more about the model used in Mr. Crannell's research, he (Maloney) would not feel comfortable relying on it. Town Manager Cohen explained the price of the project would be determined by public bidding process. Town Manager Cohen was surprised to receive two dozen responses to the request for the DPW roof on Alpha Rd. Mr. Maloney predicted that as the industry gets busy again, costs would increase.

Fire Chief, Mike Curran-Center Fire Station Proposal

Town Manager Cohen and Chief Curran provided some data for the municipalities of Arlington and Nashua, NH, which were recently cited as being comparable to Chelmsford in regard to the need for a fire headquarters.

Geographically, Arlington has an area of 5.5 square miles, Chelmsford 23.2 square miles, and Nashua has 31.2 square miles. Census data for the three communities shows a population growth period for Arlington between 1920-1930, Chelmsford grew during 1950-1970, and Nashua grew between 1960-1980. Data was provided for when each community's station was built-Arlington in 1890, and Chelmsford in 1952. Arlington has an annual budget of \$5.3 million and 73 employees. Chelmsford's annual fire department budget is \$4.5 million and 59 employees, while Nashua has an annual budget of \$14 million and 176 employees. Chief Curran added that Nashua has six stations, three of which house a ladder truck. Chelmsford has one quint, which is a combination truck and ladder. Nashua has 19 bays vs. Chelmsford's 12, and two of their new stations also house administrative functions. The city has different overhead costs and requirements as well.

The station referenced in Arlington that was recently rehabilitated had a slab base, not a full basement. The \$1.3 million cost referenced only included the roof and windows, and to repair the brick. \$5 million of work is scheduled to be completed in 2014, in addition to \$2 million for a separate new building and \$2.4 million to a third building.

Chelmsford's quint weighs 66,000 pounds. Photos were shown of the Center Fire Station and several trucks in 1955, when the trucks weighed about 10,000 lbs. each. Additional photos depicting Lawrence and Littleton's newer trucks were also shown and neither truck would fit into the current building as they are too tall. The quint was customized so that it would fit into the current building, with about one-two inches of clearance on the two sides and the top. The apron in front of the building was made smaller when North Rd. was widened. Additional photos were shown to show how the infrastructure is outdated and not adequate. The cribbing currently holding up the floor uses two bays and the equipment that used to be stored there is now kept at other stations. The basement floods regularly and there are plumbing and wiring issues. There are multiple structural cracks in many of the walls. Turn-out Gear is not being stored properly, which will affect how long it can be used.

An Open House will be held on March 24, 2012, from 10AM-4PM for anyone to attend, or any one may call the office for an appointment.

Chief Curran explained the older trucks used to carry 100 gallons of water, today's trucks carry about 750 gallons. The variety of calls the department receives were described. In 2011 the department received calls for 23 structure fires and 7900 calls for service. In 1976, the department received 700 calls.

Selectman Wojtas suggested holding a public input session during the evening. Town Manager Cohen thought the public will have adequate opportunity to voice their concerns via the Permanent Building Committee's meeting on March 19, the Board's meeting on March 26, the Finance Committee's meeting on March 29 and the Open House on March 24. Town Manager Cohen noted facilities like the library and police station have been expanded out of necessity and the Fire Department needs more room as well. Chelmsford is no longer a village of 9400, but a Town of 34,000 people, and other towns that have also grown have expanded their Fire Departments.

Public Hearing: Fishbones-Alteration of Premises

The owners of the restaurant were present to explain they would like to remove the fish cases and increase seating by eleven seats. Existing conditions and the proposed design were provided. Parking is sufficient for the increased seating. The restaurant is currently approved for 99 seats.

Audience Comments:

John Harrington, Harrington Liquors stated his brother is an abutter to this establishment, and he welcomes the addition.

Bob Joyce, 103 Turnpike Rd. asked if there was a plan available describing the shared parking. Selectman Lane advised he looked into this and verified there are 46 shared spots, as allowed under village zoning requirements and confirmed thru the Community Development Director.

Motion: by Selectman Hanson to close the Public Hearing. Seconded by Selectman Lane.
Motion carries, unanimous.

Motion: by Selectman Hanson to approve an Alteration of Premises for Fishbones Restaurant, 34 Central Sq., as presented, to include seating for 80 inside, and 19 outside. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Reports

Solar Net Metering

Town Manager Cohen explained this program should generate funding in the form of credit to energy costs, up to an estimated \$170,000.00 annually. The Town would not own any solar equipment as the energy supplier would construct a solar farm. The agreement would be from 15-20 years. Town Manager Cohen expects to have quotes for a consultant by next week and will have more information at the Board's next meeting. The goal is to have an agreement in place by April and to expand solar units to multiple locations around Town. The Energy Conservation Committee is also working on other programs, including performance contracts.

Other Reports

Two new police officers have been hired-Dennis Kelleher and William Carlo. Four officers are attending classes. Town Manager Cohen is looking to hire more firefighters to fill existing vacancies.

Due to the mild winter, work on the underground utility project in the Town Center was able to continue all season. Electric, Cable and telephone lines are complete. Gas mains are scheduled to be started on March 19, 2012. Curbing should be installed in April, paving should be done in May and the project should be finished in June. Poles and lines should come down in 2013. New fixtures are being planned for poles with lighting on them. A financial statement will also be prepared.

Work on the flag pole is ongoing, the flag should be flying again in a few days. No defect was found in the material for the prior cable that snapped. The issue could have been in the installation of the cable.

The Town Manager reported that construction on the Town Halls is progressing on schedule.

Town Manager Appointments

Drum Hill/Wood St./Rourke Bridge Corridor Study Advisory Committee

Selectman Wojtas will represent the Board of Selectmen, George Zaharoolis will represent the Planning Board, and Steven Jahnle will speak as the Town Engineer. Two applicants have come forward and there are still two openings available.

Motion: by Selectman Hanson to approve the Town Manager's appointment of Joe Greene and Jay Finnegan to the Drum Hill/Wood St. /Rourke Bridge Corridor Study Advisory Committee. Seconded by Selectman Lane. **Motion carries, unanimous**

Unscheduled Business

Vote on Transfer of All Alcoholic Restaurant License@ 131 Drum Hill Rd.

Town Manager Cohen reported there were no concerns received during the waiting period for this application.

Motion: by Selectman Hanson to approve the transfer of J.C. Café, Inc., d/b/a Garlic and Pepper Bistro, All Alcohol Restaurant Common Victualer License to Tiger Dang Corporation, d/b/a Pho Dalat, to be exercised on the premises at 131 Drum Hill Road with hours of operation weekdays 8:00AM to 1:00AM and Sundays 11:00AM to 1:00AM. Also being transferred is the entertainment license between the same parties. Seconded by Selectman Lane. **Motion carries, unanimous**

Selectmen Liaison Reports and Referrals

Selectman Kurland:

- Congratulations were given for Firefighters Chaisson and Shanahan who were recognized earlier in this meeting.
- Drivers were encouraged to drink responsibly on St. Patrick's Day.

Selectman Lane:

- The Conservation Commission had concerns about encroachments on several of the parcels proposed to be transferred to their custody at the next Town Meeting. Town Manager Cohen was confident that the issues would be resolved before Town Meeting.
- An update was requested regarding the Rt. 3 sound barriers. Town Manager Cohen described potential lane changes while the work is being done. The State has not provided a time table of when the work should be completed. It is hoped that the barriers will match what has already been erected.
- The Oak Hill Study Committee will present an update at the Spring Town Meeting. The Lowell Sportsmen's Club spoke at the last meeting.

Selectman Wojtas:

- A discussion of books written by author Geraldine Brooks will be held at the Public Library on March 13, 2012 at 7PM.
- A Geneology Jam will be held at the Library on March 17, hosted by members of the Chelmsford Geneology Club.
- The Amoskeag Players will perform on March 23, 2012 at a free Coffeehouse at the Library, beginning at 7PM.
- The Comcast channel change from 10 to 99 for the local channel will begin on March 20, 2012.

Selectman Hanson:

- Sentiments for Firefighters Chaisson and Shanahan were reiterated.
- Residents were encouraged to contact the Board with any questions on any topic.
- Office hours will be held on Thursdays at the Java Room from 5-6PM.
- Residents were wished a safe and happy St. Patrick's Day.

Chairman Dixon:

- Firefighters Chaisson and Shanahan were thanked again for their efforts.
- Chairman Dixon attended the volunteer effort to help Phil Jones with his farm stand. It was good to see people helping people.

Press Questions

No one came forward at this time.

Executive Session

Sewer Taking Litigation

Motion: by Selectman Hanson to enter into Executive Session, not to return to Regular Session for the purpose of discussing Sewer Taking Litigation. Seconded by Selectman Lane.

Roll Call Vote:

Selectman Kurland: Aye

Selectman Lane: Aye

Selectman Wojtas: Aye

Selectman Hanson: Aye

Chairman Dixon: Aye

Regular Session was adjourned at 8:45PM

Next Regular Meeting: March 26, 2012.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Proclamation for Firefighters Michael Chaisson & Tim Shanahan
- Information regarding thermal imaging program with Sagewell
- Press Release regarding Annual Town Election
- List of Committee Vacancies
- Presentation regarding Fire Department Headquarters
- Supporting documents for Fishbones application for Alteration of Premises
- Solicitation for Price quotations for Solar New Metering Consulting Services
- Information regarding the Drum Hill/Wood St./Rourke Bridge Study Committee
- Supporting documents for the Alcohol License Transfer for Pho Dalat Restaurant



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
March 26, 2012

Town Offices
50 Billerica Rd.

RECEIVED
2012 MAR 22 AM 10:46
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- a) Absentee Ballot Availability
- b) Town of Chelmsford Scholarship

Open Session

Committee Vacancies

Scheduled Business

Common Victualer License – Alpha Pizza & Wings, 83 Parkhurst Rd.

Steve Jahnle – Street Acceptances: Talbot Lane, Sanford Road Ext, Clara Way

7:30 p.m. Joint meeting with School Committee for the appointment of a member to the Nashoba Valley Regional School Committee

7:35 p.m. Public Hearing - The Pizza Place – Application for a Beer & Wine License

Dinell Clark & Jan Spence – FEMA Hazard Mitigation Grant, Williamsburg

Chief Mike Curran, Pat Maloney, Jeff Alberti – Center Fire Station Presentation

Town Manager Bid Awards

- a) DPW Alpha Road Roof Replacement
- b) Solar Net Metering Consulting Services

Town Manager Appointments

- a) Animal Inspector

Board of Selectmen Appointment

- a) Housing Advisory Board

Town Manager Reports

- a) Solarize Mass Application
- b) Unclaimed / Abandoned Property

Meeting Minutes

- a) Regular Meeting Minutes – February 27, 2012
- b) Executive Session Minutes – March 12, 2012

Unscheduled Business

- a) Response to Open Meeting Law Complaint

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: April 9, 2012

RECEIVED

2012 MAR 22 AM 10:46

TO: [illegible]
FROM: [illegible]
SUBJECT: [illegible]

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2012 APR 24 PM 2:51

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
March 26, 2012**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements

Absentee Ballot Availability

The Town Manager explained the situations where an absentee ballot may be used and that the deadline to obtain this ballot was 12:00PM on April 2, 2012. On Election Day, there would be two lines for people getting their ballot, based on street names from A-L, and M-Z. The ballot is a two sided document. Residents were advised to bring identification with them in the event they were asked to show it.

Town of Chelmsford Scholarship Month

The Proclamation was read by Selectman Hanson, and accepted by Marian Currier. Ms. Currier announced the Rotary Club's Art Auction and Duck Hunt being held on March 29 at the Radisson Hotel.

Open Session

Bob Joyce, 103 Turnpike Rd. explained why he filed an Open Meeting Law Complaint. He advised he supports the need for a fire station and has attended many meetings of the Permanent Building Committee. He feels he should have been notified of the meeting on March 19 with the abutters since he suggested it. This meeting was not posted. He went out and personally spoke with abutters on March 25, and found that half the people he spoke with were opposed to the project, some were undecided, and some were in favor of it. Most shared concern about the access road. There were also concerns about flashing lights, the width of the roadway, there being no room for equipment clean-up, and funding of the project. Selectman Kurland advised this was a meeting to get initial feedback from direct abutters and no testimony was requested. Because it was not a public meeting, it did not have to be posted. Chairman Dixon stopped further questioning, and wished to wait for the AG's office response.

Jeff Hardy, Co-Chair of the Parade Committee, announced the Winter banners have been taken down, and new ones will be up soon, with additional banners to be hung in the Drum Hill area. A concert with "Russ Never Sleeps" is being planned for June 30, 2012. This year's parade Marshalls will be Angelo Taranto, Bernie Battle, and Al Thomas.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Chairman Dixon asked if anyone else wished to speak in Open Session. No one else came forward.

Scheduled Business

Common Victualer License-Alpha Pizza and Wings, 83 Parkhurst Rd.

John Athanasios was present with Christos Giokas for any questions. Final inspections are still pending.

Motion: by Selectman Hanson to approve a Common Victualer License to Alpha Pizza & Wings to be exercised on the premises at 83 Parkhurst Rd., Unit 5, for the hours of 10:00AM-11:00PM weekdays, and 12 noon until 10:00PM on Sundays, with a seating capacity of 12, contingent upon final inspections from the Board of Health, Building Dept. and Fire Prevention. Seconded by Selectman Lane. **Motion carries, unanimous.**

Steve Jahnle-Street Acceptances: Talbot Lane, Sanford Rd. Ext., Clara Way

Mr. Jahnle provided the history for each of the streets, and the acceptance process. Clara Way was accepted by Town Meeting in 2011, and Talbot and Sanford were accepted in 2007. Sidewalks will be included in the list for Chapter 90 funding.

Motion: by Selectman Hanson to accept Talbot Lane, Sanford Rd. Extension and Clara Way as streets, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-February 27, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of February 27, 2012 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Executive Session Minutes-March 12, 2012

Motion: by Selectman Hanson to approve and release the Executive Session Minutes of March 12, 2012 as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Appointments

Animal Inspector

Motion: by Selectman Hanson to approve the Town Manager's appointment of Erik Merrill as Animal Inspector for a term to expire April 30, 2013. Seconded by Selectman Lane. **Motion carries, unanimous.**

Board of Selectmen Appointment

Housing Advisory Board

This appointment is for a Planning Board member to this Board. Two citizen members were previously appointed.

Motion: by Selectman Hanson to confirm the appointment of Ann McGuigan as Planning Board representative to the Housing Advisory Board. Seconded by Selectman Lane. **Motion carries, unanimous.**

Joint Meeting with School Committee for the appointment of a member to the Nashoba Valley Regional School Committee

Chelmsford School Committee Members present were as follows: Nick DeSilvio, Mike Rigney, Janet Askenburg, and Al Thomas.

The two Candidates were asked to give a presentation on why they should be appointed to the Nashoba Valley Regional School Committee Board.

Ralph Hulslander explained he has been on the Board for 12 years, and would like to continue to serve. He has also served on the budget and finance committees for the school.

Maria Karafelis explained she is currently an alternate member, looking to become a full member. She is currently serving on the budget subcommittee, and the Parent Advisory Committee. She has attended several state meetings with legislative members. Her son is a student at the school, and her husband is a graduate, so she understands the importance of a quality technical education.

Janet Askenburg nominated Maria Karafelis for the position. Nick DeSilvio seconded the nomination.

Selectman Wojtas nominated Ralph Hulslander for the position. Selectman Lane seconded the nomination.

Roll Call Vote:

DeSilvio: Karafelis
Rigney: Karafelis
Askenburg: Karafelis
Thomas: Karafelis
Kurland: Hulslander
Lane: Hulslander

Wojtas: Hulslander
Hanson: Hulslander
Dixon: Hulslander

Mr. Hulslander will continue to serve on this Committee.

Public Hearing-The Pizza Place-Application for a Beer & Wine License

Atty. Angelique Eliopoulos spoke for the applicant, Lesvos Enterprises, Inc. Steven Morris, the manager, was also present. The business has existed for almost thirty years, and this license will help them stay competitive. An updated plan, application, and TIPS certification was provided to the Board. The original plan showed 72 seats, while the actual seating will be 70. The applicant is also requesting an entertainment license for television. Operating hours will be from 10AM-10PM.

Audience Comments:

Robert Harvey, 40 Hazen St. came forward to state he supports this application.

Selectman Wojtas confirmed with Atty. Eliopoulos that the license will not be pledged, as there is no loan involved.

Motion: by Selectman Hanson to close the Public Hearing. Seconded by Selectman Lane. **Motion carries, unanimous.**

Chairman Dixon suggested waiving the two week waiting period for this application, as this is the last meeting for this Board. Selectman Wojtas preferred to keep the waiting period, as the restaurant is very close to a church and school, and a quorum would still be present of the current Board even in the event there were new members. Selectmen Kurland, Hanson and Lane were comfortable waiving the two week waiting period.

Motion: by Selectman Hanson to approve a Beer & Wine Restaurant License, and an Entertainment License for television to Lesvos Enterprises, Inc. d/b/a The Pizza Place, to be exercised on the premises at 210 Boston Rd., hours of operation 10:00AM to 10:00PM seven days a week, with a seating capacity of 70, contingent upon final approval from the Fire Prevention Office. Seconded by Selectman Lane. Selectman Wojtas abstained, all others in favor. **Motion carries.**

Atty. Eliopoulos asked about the application for Brickhouse Pizza. Town Manager Cohen advised that application would need to be re-advertised.

Dinell Clark & Jan Spence-FEMA Hazard Mitigation Grant, Williamsburg

Ms. Clark was present with Dwight Dunk, the Project Engineer. Project costs took longer to calculate, as the grant application requires a benefit cost ratio of one or better, and figures took longer to acquire than originally expected. The application is requesting \$2.8 million from FEMA, and Williamsburg residents will need to pay the other 25% of the project, which could be handled via an increase in condominium fees or as a special assessment. The grant requires the Town to sponsor the project, and Town officials must sign the application. Mr. Dunk explained

that a sewer line was installed between the river and Wellman Avenue by the original developer. Erosion was measured in 2006 and 2012, and between 2-6 feet of erosion was noted in multiple areas. The riverbank is now 8 feet from the sewer line in areas. Trees falling into the river are making the erosion occur at a faster rate. If there is another major storm event such as was experienced in 2006-2007, the sewer line could rupture. They cannot address one section of the riverbank without affecting another part. Also, moving 5000 feet of sewer line would be cost prohibitive. If FEMA only gives a partial award, they will need to re-evaluate their options. The application deadline is April 2, 2012.

Motion: by Selectman Hanson that the Board of Selectmen sign and submit the application for a FEMA hazard mitigation grant on behalf of Williamsburg Condominiums, as presented. Seconded by Selectman Lane. **Motion carries, unanimous.**

Chief Mike Curran, Pat Maloney, Jeff Alberty-Center Fire Station Presentation

Mr. Maloney, Co-Chair of the Permanent Building Committee explained the purpose of tonight's presentation was to discuss cost estimates for the conceptual design of the project. He also wished to address the Open Law Meeting complaint filed by Mr. Joyce. The purpose of the meeting on March 19, 2012 in the complaint was to get informal feedback from neighbors on the project. A report was given at the Permanent Building Committee's regular official meeting on March 20, 2012. Mr. Maloney does not feel that public trust was violated, as they have held informal abutter meetings on past large projects. Mr. Joyce has admitted that he did his own research which came to the same conclusions as the report that was presented on March 20, 2012. Mr. Maloney also addressed a mailing published by the Better not Bigger group. Parts of the letter were read and responded to item by item. Mr. Maloney provided a history of past studies that were done to address the fire station issue, and requested data from Better not Bigger to back up their allegations, as no one from this group has ever attended a Permanent Building Committee meeting. Cost estimates are being provided on the conceptual design, as a project cannot be officially bid until it is approved. Building code is now in its eighth edition, and each version becomes more stringent and commercial buildings are now subject to meeting seismic requirements. The foundation of the current fire station is failing and deterioration is continuing, as verified by engineering inspection letters being done every six months. The water table is too high to drop the floor lower, and the building floods now.

Chief Curran showed photos of existing conditions and explained why this project is needed using the same data as was presented in the Board Meeting presentation of March 12, 2012.

Jeff Alberty of Weston & Sampson summarized the results of the past studies completed from 2008 to 2011 to explain programming requirements used for this proposal. Aerial photos of the Town offices were shown, as were the new parking areas, the moved areas inside town offices, and the location of a new traffic signal and crosswalk. Conceptual floor plans of each level of the proposed station were also shown and described. A 60-page document showing the conceptual cost estimate will be available on the Town website. The total cost estimate at this time will be \$7,766,597.

Town Treasurer John Sousa came forward to discuss how the project will be financed with a 20 year bond, and how that will work with existing projects already being paid for, and when each of the projects will be paid off. Adding this bond will not exceed the Town's debt capacity, and a debt exclusion is not required, therefore the project is affordable for the Town, in his opinion. The model being used does assume level state funding over the next five years. Selectman Kurland asked to confirm that \$800,000.00 in health insurance cost savings, and by not adding more funding to the stabilization fund for now also makes this project affordable, to which Mr. Sousa agreed. Restoration of the stabilization fund which has been done over the last several years will allow "free cash" that was going into the fund to be used elsewhere. Mr. Sousa anticipates a bond rate improvement for the Town from Standard and Poor's in June.

Mr. Maloney summarized the benefits of this proposal as meeting the criteria for NFPA response times, re-use of existing space within the Town Offices, the site is town owned (no land acquisition costs will be incurred), and construction costs are still low. As the economy improves, Mr. Maloney anticipates a 4% annual increase in construction costs.

There will be a televised Public Input Session on March 27, 2012 in Room 205 for questions, as well as a Finance Committee meeting on March 29, 2012. Mr. Maloney agreed to answer telephone calls and e-mails as time permits.

Selectman Hanson asked if the cost estimate included furnishings and generators, and it does. Selectman Lane asked what would change in daily operations in the Town Offices, and was told the Community Development Office would be moved, and employees would now park behind the building. Not much exterior work would be needed. The Board was encouraged that as many issues as possible are being addressed. Selectman Kurland supported this proposal as there would be no loss of athletic fields, no tax levy increase and appears to be the lowest cost option presented to date.

Town Manager Bid Awards

DPW Alpha Rd. Roof Replacement

Eleven responses were received for this proposal. Reference checks for the low bidder have been completed.

The Town Manager noted that the panel system design on the façade of the building and the elimination of some skylights increased the roof size, hence the increase in cost from the original estimated cost of \$825,000.00. This work should be completed in 4-6 weeks. An article being heard at Spring Town Meeting will address interior and façade work for the next phase of the project.

Motion: by Selectman Hanson to approve the Town Manager's bid award for the Alpha Rd. DPW facility roof replacement to Corolla Roofing in an amount not to exceed \$831,000.00, without the alternate bid. Seconded by Selectman Lane. **Motion carries, unanimous.**

Solar Net Metering Consulting Services

One proposal was received for this project, and this consultant has worked with the Town on previous occasions. The Town could receive between \$110-130,000.00 in annual energy credits from utilizing this type of service.

Motion: by Selectman Hanson to approve the Town Manager's bid award for Solar Net Metering Consulting Services to Bay State Consultants in an amount not to exceed \$24,000.00. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Reports

Solarize Mass Application

Town Manager Cohen expects to hear whether this grant request was approved by March 29, 2012. Jennifer Almeida and her staff were thanked for their efforts in applying for this grant.

Unclaimed/Abandoned Property

This information will be listed on the Town's website. It consists of vendor checks that were never cashed. The deadline to submit a claim will be May 31, 2012.

Other Reports

Seventy-two communities received an award from the Sewer Rate Relief Fund. Chelmsford received \$4,169.00, which will go into the Sewer Capital fund.

The grant from Community Innovation that was applied for to provide upgrades to the Senior Center was not funded. \$5 million was awarded, about \$20 million in applications were received. The Stormwater Utility Grant was not funded, nor were several others. Senior Center Director Diana Ryder will retire in June, and a new appointment will be forthcoming.

Unscheduled Business

Response to Open Meeting Law Complaint

The meeting in question was scheduled by the Town Manager to get feedback from abutters to a large capital project, not the Board of Selectmen. This was not a public meeting, and therefore did not need to be posted. Four members of the Board were present, and there was not a quorum of the Permanent Building Committee. The meeting being held on March 27 is informal as well, and everyone is welcome. Town Counsel has agreed no violation of the Open Meeting Law has occurred. Formal action will be required by the Board within 14 days, and a decision will be made by the Attorney General's Office within 30 days. Selectman Kurland felt the Board would have been criticized for not appearing. Selectman Wojtas felt that attending a meeting as an observer was not improper.

Motion: by Selectman Hanson that the Board of Selectmen finds the complaint of Mr. Robert Joyce dated March 21, 2012 to be of no merit and that no remedial action is necessary, in that:

-The March 19, 2012 meeting was not a meeting of the Board of Selectmen but instead of the Town Manager; that the Town Manager scheduled and held such a meeting on his

own initiative and not at the direction of the Board; that the meeting was intended to provide the residents of the Town Offices area with information concerning the proposed Fire Station project, and to provide the Town Manager with information as to such residents' reactions with respect thereto so as to better be able to facilitate the project planning process;

-That the Open Meeting Law applies only to public bodies, and not to individuals such as the Town Manager and that the town Manager is not a "subcommittee" of the board for purposes of the Open Meeting Law;

-That although four members of the Board attended the meeting, the decision to attend was made by each member individually, and that the members did not converse among themselves, jointly make statements or otherwise deliberate at the meeting;

-That while one member did speak at the meeting, he did not consult with the other members to seek their prior permission, agreement, or approval of his choice to speak or of the content of his comments;

-That where no violation of the Open Meeting Law occurred, no remedial action is needed;

And further, that Town Counsel be authorized to respond to such complaint in a manner consistent with this vote. Seconded by Selectman Lane. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Kurland:

-The Police Department lost Axel, their canine dog. He will be missed and hard to replace.

-Congratulations to the CHS Alumni Hall of Fame inductees.

-Residents were reminded to vote on Tuesday, April 3, 2012.

-Office hours will be held at the Java Room on April 7, starting at 9AM.

Selectman Lane:

-Residents were encouraged to call the police if they see anything suspicious or unusual, especially after the vandalism that occurred at the South Row School.

-Molly Loughman for the Chelmsford Independent and Jennifer Myers for the Lowell Sun were welcomed

-Candidates running for office were wished the best of luck on April 3.

Selectman Wojtas:

-The Library is hosting a composting and landscaping program on March 28, 2012.

-A book drop-off will be held for the Library's annual book sale on March 31, 2012

-The Library will hold a Poetry Slam on April 13, 2012.

-The Chelmsford Military Community Covenant will hold a volunteer appreciation event at the Elks on April 12, 2012, starting at 6PM.

Selectman Hanson:

-It is good to see the large American flag flying on the Common again.

-It is hoped that everyone remembers to vote on April 3.

-Office hours will be held at the Java Room from 5-6PM on Thursday.

Chairman Dixon:

- This being the Selectman's last meeting as Chairman, thanks were given to other Board members, Town employees, committees and many others that have worked with him over the last two years.
- Please vote on April 3.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Hanson at 10:32PM to enter into Executive Session, not to return to Regular Session for the purpose of discussing Strategy with respect to negotiations of the Alpha Rd. litigation settlement. Seconded by Selectman Lane.

Roll Call Vote:

Selectman Kurland: Aye
Selectman Lane: Aye
Selectman Wojtas: Aye
Selectman Hanson: Aye
Chairman Dixon: Aye

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Information regarding Absentee Ballots
- Proclamation for Chelmsford Scholarship Fund Month
- List of Committee Vacancies
- Supporting Documents for Alpha Pizza Common Victualer License
- Supporting documents for Street Acceptances
- Draft Minutes of February 27, 2012 and March 12, 2012
- Nomination of Inspector of Animals
- Information regarding the Housing Advisory Board
- Supporting documents for Nashoba Valley School District Committee Appointment
- Supporting documents for the Pizza Place-Beer & Wine License
- Supporting information for FEMA Mitigation Grant Application
- Supporting information for the Center Fire Station Proposal
- Bid Award-DPW Roof Replacement
- Information regarding Bay State Consultants bid for Solar Net Metering
- Solarize Massachusetts Group Statement of Interest
- Listing of Unclaimed/Abandoned Property
- Supporting information regarding Open Meeting Law Complaint

APR



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
April 4, 2012

RECEIVED

2012 APR -2 PM 12: 06

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town Offices
50 Billerica Rd.

6:00 p.m. Call to Order

Election of Chairman

Election of Vice Chairman

Election of Clerk

One Day Beer & Wine License – Charity Event for the Lowell Humane Society
at The Meat House, 120 Chelmsford Street

Meeting Minutes:

- Regular Meeting Minutes, March 12, 2012
- Executive Session Minutes, March 26, 2012

RECEIVED
SEP 15 - 5 PM 15:06
TOWN OF MICHIGAN
JANUARY 5, 1906
JANUARY 5, 1906

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA. 01824

RECEIVED

2012 APR 24 PM 2:51

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Reorganization Meeting MINUTES
April 4, 2012**

Attending:

George Dixon, Jr., Chairman
Matthew Hanson, Vice Chair
James Lane, Clerk
Jon Kurland, Selectman
Patricia Wojtas, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA. This meeting was not video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 6:07 PM.

Reorganization

Election of Chairman

Chairman Dixon opened the floor for nominations for Chairman

Motion: by Selectman Hanson to nominate Selectman Kurland as Chairman. Seconded by Selectman Lane. No other nominations were made.

Motion: by Selectman Hanson to close the nominations for Chairman. Seconded by Selectman Lane. **Motion carries, unanimous.**

Chairman Dixon asked for a vote for Selectman Kurland as Chairman. Vote was unanimous in favor.

Chairman Kurland took over the meeting at this time.

Election of Vice Chairman

Chairman Kurland opened the floor for nominations for Vice Chairman.

Motion: by Selectman Lane to nominate Selectman Hanson as Vice Chairman. Seconded by Selectman Dixon. No other nominations were made.

Motion: by Selectman Lane to close the nominations for Vice Chairman. Seconded by Selectman Dixon. **Motion carries, unanimous.**

Chairman Kurland asked for a vote for Selectman Hanson as Vice Chairman. Vote was unanimous in favor.

Election of Clerk

Chairman Kurland opened the floor for nominations for Clerk.

Motion: by Selectman Hanson to nominate Selectman Wojtas as Clerk. Seconded by Selectman Dixon. No other nominations were made.

Motion: by Selectman Hanson to close the nominations for Clerk. Seconded by Selectman Lane.
Motion carries, unanimous.

Chairman Kurland asked for a vote for Selectman Wojtas as Clerk. Vote was unanimous in favor.

Meeting Minutes

- Regular Meeting Minutes, March 12, 2012
- Executive Session Minutes, March 26, 2012

Motion: by Selectman Hanson to postpone Meeting Minutes approval until the April 9, 2012 meeting. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Adjournment

Motion: by Selectman Hanson to adjourn at 6:13pm. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Next Regular Meeting: April 9, 2012.

Respectfully Submitted,

James M. Lane, Jr.,

List of Reference Documents:

- Regular Meeting Minutes, March 12, 2012
- Executive Session Minutes, March 26, 2012



Cancelled

CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
April 5, 2012

RECEIVED

2012 MAR 27 PM 4:34

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town Offices
50 Billerica Rd.

rescheduled
for April 4th

6:00 p.m. Call to Order

Election of Chairman

Election of Vice Chairman

Election of Clerk

RECEIVED

MAR 27 PM 4:34

TOWN OF WESTPORT
TOWN CLERK
TOWN OF WESTPORT



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
April 9, 2012

RECEIVED
2012 APR -5 PM 1:30
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town Offices
50 Billerica Rd.

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Harmony Park Clean-up
- Proclamation honoring Dispatchers – Chief Murphy

Open Session

Committee Vacancies

Scheduled Business

- Pat Maloney – DPW / Alpha Road Facility Update & Next Phase

Town Manager Bid Awards

- a) North Town Hall Parking Lot

Town Manager Appointments

- a) Veteran's Agent
- b) Drum Hill/Wood St/Rourke Bridge Study Advisory Committee

Board of Selectmen Appointment

- a) Housing Advisory Committee

Town Manager Reports

- a) Right of First Refusal – Lot 2, a portion of Map 99, Parcel 370-1
- b) Amendment to MassWorks Grant – Traffic Signals at Billerica Road & Elliot & Alpha Roads

Meeting Minutes

- a) Regular Meeting Minutes – March 12, 2012
- b) Executive Session Minutes – March 26, 2012

Unscheduled Business

- a) Board of Selectmen positions on Town Meeting Warrant Articles
- b) Board of Selectmen Meeting Schedule

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: April 23, 2012

RECEIVED

2012 APR -2 PM 1:30

TO: MR. J. L. WATKINS
FROM: MR. J. L. WATKINS
SUBJECT: [illegible]

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
April 9, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chair
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

Presentation

Chairman Kurland introduced the new Board, and presented Selectman Dixon with a plaque and gavel thanking him for his past two years of service as Chairman.

Harmony Park Clean-up

Ryan Reveley, Pastor of Matthew's Memorial Church, announced a clean-up event at Harmony Park in East Chelmsford on April 14, 2012. Lunch is being donated by Domino's Pizza; any and all volunteers are welcome.

Proclamation honoring Dispatchers-Chief Murphy

This week is National Telecommunicators Week. A Proclamation honoring public safety dispatchers was read by Selectman Hanson, accepted by Dispatcher Dave DeFreitas.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

Pat Maloney-DPW/Alpha Road facility Update and Next Phase

Budgeted amounts and work completed to date amounts were listed by Patrick Maloney, co-chair of the Permanent Building Committee, as well as a history of how the property was acquired. There is still \$1,418,947.00. of funding remaining from this phase of work. The next phase will cover employee facilities, vehicle storage areas, work shop areas and the salt storage shed, and

will cost about \$3,112,695.00. Floor plans and conceptual shed drawings were provided. A five year phased development plan was also provided to include final site development, a vehicle maintenance area, wash bay, fueling system, final office renovations and salt shed addition. These components were reviewed by the Planning Board as part of the overall site work, and each component should take between 9-12 months to complete. The total estimated cost of all phases will be \$13,123,748.00. The project was estimated to cost \$12.9 million in 2009. It would have cost \$27 million to rehabilitate the Richardson Rd. location, and a similar project recently done in Lexington did cost about \$27 million. The existing salt shed will be reconstructed at a cost of \$42,000.00 from when the roof caved in due to the weight of snow. The new facility could be occupied by next year.

Town Treasurer John Sousa came forward to explain that the \$1.7 million can be financed through unexpended bond proceeds from the Byam Elementary School roof replacement project and the High School window project (about \$200,000.00), and a \$1.5 million withdrawal from the stabilization fund, which will be replaced from a free cash transfer at Fall Town Meeting. The free cash is coming from unexpended department budgets and other unused appropriations. A full presentation will be given to Standard and Poor's, so this withdrawal should not affect the Town's bond rating.

Town Manager Bid Awards

North Town Hall Parking Lot

Eight bids were received. Mr. Maloney explained funding of about \$100,000.00 has been set aside for screening for abutters, as promised. Reference checks came back satisfactory. There will be about 30 parking spots in this lot.

Motion: by Selectman Hanson to approve the Town Manager's bid award for paving the North Town Hall parking lot to Onyx Corporation of Acton, MA in an amount not to exceed \$104,999.00. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Appointments

Veterans Agent

This vote is re-affirming an existing appointment, due to State requirements.

Motion: by Selectman Hanson to approve the Town Manager's appointment and ongoing service of Regina Jackson as Veterans Agent for a term to expire June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Drum Hill/Wood St./Rourke Bridge Study Advisory Committee

Motion: by Selectman Hanson to approve the Town Manager's appointment of Kevin Grondin to the Drum Hill/Wood St./Rourke Bridge Study Advisory Committee. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Board of Selectmen Appointments

Housing Advisory Committee

The Board wished to defer this appointment until the next meeting, when other liaison appointments are announced. Selectman Lane recommended that Selectman Dixon have this appointment, based on his two years of work on the Affordable Housing Plan.

Town Manager Reports

Right of first Refusal-Lot 2, a portion of Map 99, Parcel 370-1

This parcel is currently vacant land near the intersection of Pine Hill Rd. and Galloway Rd., near where the Parlee Farm's Corn Maze is held. The Planning Board has already approved this parcel as an ANR lot. Notice has been sent to the various Town Boards. A tax rollback will be done; to date, there does not appear to be interest from the Town, as there are no town-owned parcels nearby. Selectman Lane asked to table this discussion until after the Community Preservation Committee meets on April 18, 2012, to which the Board and the Town Manager agreed.

Amendment to Massworks Grant-Traffic Signals at Billerica Rd. and Elliot & Alpha Roads

The amendment is to add a second set of lights at Billerica and Alpha Roads, to help with left hand turns at this intersection. No formal action by the Board will be required. The Planning Board will address any issues at their next meeting.

Meeting Minutes

Regular Meeting Minutes-March 12, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of March 12, 2012 as amended. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Executive Session Meeting Minutes-March 26, 2012

Motion: by Selectman Hanson to approve and not release the Executive Session Meeting Minutes of March 26, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

Board of Selectmen Positions on Town Meeting Warrant Articles

A vote on Article 1 is not required, as it is the hearing of reports.

A vote for Article 2, the budget amendments, will be done before Town Meeting. This year's amendments include \$53,000.00 for veteran's benefits, a generator at the School Administration building for \$40,000.00, and election costs which are still being tabulated.

Article 3, Town of Ayer to enter Nashoba Valley Technical School District was tabled, pending final review of language and entry costs.

Article 4 is the FY13 Operating Budget of \$107,246,868.00.

Motion: by Selectman Hanson to recommend approval of Article 4, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Regarding Article 5, there will be no increase in sewer rates, and the budget is being level funded.

Motion: by Selectman Hanson to recommend approval of Article 5, FY13 Sewer Enterprise Fund, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 6 will create an Enterprise Fund for the Golf Course.

Motion: by Selectman Hanson to recommend approval of Article 6, Golf Course Enterprise Fund, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 7 allocates \$400,000.00 to the Finance Committee Reserve Fund, which is kept for unforeseen circumstances. Any unused funds are returned to free cash.

Motion: by Selectman Hanson to recommend approval of Article 7, Reserve Fund, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 8, Revolving Funds, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 9 includes items funded from the Capital Budget.

Motion: by Selectman Hanson to recommend approval of Article 9, FY13 Capital Budget, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 10, New Center Fire Station has been tabled, pending the Public Input Session scheduled for April 17, 2012.

Article 11 for the Univents & DDC controls at Chelmsford Public Schools was withdrawn, as the grant was not awarded.

Article 12 is for funding of \$1,719,443.00 for the second phase of DPW facility work at the Alpha Rd. location.

Motion: by Selectman Hanson to recommend approval of Article 12, DPW Alpha Rd. Facility, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 13, Transfer of funds from sale of graves and lots for Cemetery Improvement Development Fund, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 14, Appropriation to Community Action Program, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 15 provides for the transfer of town-owned parcels to the Conservation Commission. All encroachment issues previously noted have been resolved, the list of parcels was provided. Vote was tabled, pending upcoming Conservation Commission Meeting on April 17, 2012.

Motion: by Selectman Hanson to recommend approval of Article 16, Bylaw Amendment-Chapter 161, "Trees", as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 17, CPC-Report, Budget and Debt Service. This year's payments include \$380,000.00 for the Town Halls projects, \$154,875 for Lewis Farm, \$50,000.00 for the Administrative Account, and \$104,500 each for the Historic Preservation, Open Space and Affordable Housing accounts.

Motion: by Selectman Hanson to recommend approval of Article 17, CPC-Report, Budget and Debt Service, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 18, CPC-Appropriation from Historic Preservation Reserve, First School House, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 19, CPC-Appropriation from Historic Preservation Reserve, Toll House, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 20, Appropriation from Historic Preservation Reserve, Forefather's Burial Ground, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 21, CPC-Appropriation from Historic Preservation Reserve, Riverside Cemetery, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 22, CPC-Historic Preservation Reserve, Center Water District Warren Ave. Pump Station was withdrawn.

Motion: by Selectman Hanson to recommend approval of Article 23, CPC-Appropriation from Historic Preservation Reserve, Lighting and Sound Equipment, North Town Hall, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 24, CPC-Appropriation from Open Space Reserve, Open Space as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Articles 25 and 26 were tabled.

Article 27, Rt. 129 Business Amenity Overlay was withdrawn.

Articles 28, 29 and 30 were tabled.

Motion: by Selectman Hanson to recommend approval of Article 31, Easement for Sidewalk Construction: Smith St. from Balsam Dr. to Pleasant St., as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 32, Easement for Sidewalk Construction: Westford St. from Worthen St. to Dalton Rd., as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 33 was tabled pending further discussion with the property owner in question.

Board of Selectmen Meeting Schedule

A schedule for the next year was provided, and can be changed as needed.

Selectmen Liaison Reports and Referrals

Selectman Lane:

- Recent town election winners were congratulated.
- A Public Input Session regarding the new Fire Station Proposal will be held at the Senior Center on April 17, 2012 starting at 7PM.
- residents were asked for their help in spreading mulch at the South Row School on Saturday, April 14, 2012. Lunch will be provided by Stop & Shop.
- Town Meeting Representatives were reminded to attend Richard DeFreitas' seminar on "How to be Effective at Town Meeting" being held on April 11, 2012, 7PM at the Police station.

Selectman Wojtas:

- Voters were thanked for their support in re-electing Selectman Wojtas back to the Board.
- A coffeehouse event will be held at the Library on April 20, 2012 featuring *International Trio*.
- Community Tree will hold a brush drop-off event on April 14, 2012 from 9AM-2PM.
- A hazardous waste drop-off event will be held at Town Hall.
- The Military Community Covenant will host a Volunteer Appreciation event at the Chelmsford Elks on April 12, 2012 starting at 6PM.
- On April 16 the Chelmsford Minutemen will begin a march from the Town common to Concord, starting at 4AM. Anyone can join them if desired.

Selectman Dixon:

- Voters were thanked for re-electing Selectman Dixon.
- Chairman Kurland was congratulated on becoming the Chairman of the Board.
- Selectman Dixon will be attending the Red Sox Opening Game.

Selectman Hanson:

- Selectman Hanson congratulated Selectmen Dixon and Wojtas on their re-election.
- Office hours will be held from 5-6PM on Thursdays at the Java Room.

Chairman Kurland:

- Chairman Kurland thanked his colleagues for electing him as Chairman.
- Voters and candidates were thanked for their participation in the recent election.
- The Town Clerk is deciding when Town Meeting Representatives and others will be sworn in-it could happen at Spring Town Meeting.
- Finance Committee members were recognized for their service to the Town.
- Residents engaging in political discourse were asked to be respectful to each other, and not resort to personal attacks and accusations.

Press Questions

No one came forward at this time.

Motion: by Selectman Hanson to adjourn this meeting at 8:45PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Flyer for the Harmony Park clean-up
- Proclamation for National Telecommunicators Week
- List of Committee Vacancies
- Supporting Documents for Department of Public Works Facility presentation
- Supporting documents for North Town Hall Parking Lot Bid Award.
- Memo from the Commonwealth of Mass regarding re-affirmation of Veterans Agents
- Committee application for Kevin Grondin
- Mission and Composition statement for the Housing Advisory Board
- Notice from the Office of Dennis McHugh regarding the Town's Right of first Refusal for Lot 2, Map 99, Parcel 370-1.
- Massworks Contract Amendment Request Form for Billerica Rd. traffic Lights at Alpha Rd.
- Draft Minutes
- Spring Town Meeting Warrant
- Board of Selectmen tentative meeting schedule



CHELMSFORD BOARD OF SELECTMEN
WORK SESSION AGENDA
April 17, 2012

RECEIVED

2012 APR 12 PM 3:25

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Senior Center
75 Groton Road.

6:45 p.m. Call to Order

Scheduled Business

- One Day Beer & Wine License – Saint Mary Church, April 21, 2012
- One Day Beer & Wine License – Combat Sports Club, April 23, 2012

RECEIVED

2012 APR 15 PM 3:32

U.S. DEPT. OF JUSTICE

Town of Chelmsford
Board of Selectmen Minutes
75 Groton Road
North Chelmsford, MA 01863

RECEIVED

2012 APR 24 PM 2: 51

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Work Session MINUTES
April 17, 2012

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chair
George Dixon, Jr., Selectman
James Lane, Selectman

Paul Cohen, Town Manager

Not in Attendance:

Pat Wojtas, Selectman

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA. This meeting was not video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 6:45 PM.

Scheduled Business

Application for a one day beer and wine license for St. Mary's Parish 25 North Road for April 21, 2012 from 7-10PM. Paul Firicano, 3 Cortez Street, Chelmsford was present for the applicant. The Board had no questions or concerns with this application and TIPS Certificate was provided as part of the application.

Motion: by Selectman Hanson to approve a one day beer and wine license for St. Mary's Parish for a wine tasting event being held on April 21, 2012 on the premises at 25 North Road, Chelmsford for the hours of 7PM to 10PM. Seconded by Selectman Lane. **Motion carries, unanimous.**

Regular Session was adjourned at 6:55PM

Next Regular Meeting: April 23, 2012.

Respectfully Submitted,

James M. Lane, Jr.,

List of Reference Documents:

-Supporting documents for the St. Mary's Special and One Day License Application

RECEIVED

2017 APR 24 PM 5:21

TOWN OF
CHANDLER



CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

April 23, 2012

Town Offices 50 Billerica Rd.

RECEIVED

2012 APR 19 PM 3:26

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

7:00 p.m. Call to Order - Notification of live cablecast

Public Service Announcements

- CHS Alumni Association Awards Night Announcement - May 14
- Sue Rosa - A Toxic Mixture, May 9 CHS Performing Arts Center
- National Arbor Day Proclamation - Kate Crawford, Chelmsford Garden Club

Open Session

Committee Vacancies

Scheduled Business

- 7:30 PM
- National Grid Pole Petitions - Princeton Street and Wiggin Street

Town Manager Appointments

- a) Council on Aging

Town Manager Reports

- a)

Meeting Minutes

- a) Regular Meeting Minutes - March 26, 2012
- b) Re-Org Meeting Minutes - April 4, 2012
- c) Work Session Minutes - April 17, 2012

Unscheduled Business

- a) BOS Positions on Town Meeting Warrant Articles
- b) Right of First Refusal - Lots 1 & 2, a portion of Map 99, Parcel 370-1
- c) BOS Representative to NMCOG
- d) BOS Liaison Assignments

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: May 7, 2012 pending conclusion of Town Meeting

RECEIVED

2012 APR 18 PM 3:56

CLERK OF SUPERIOR COURT
JANUARY 1, 2012

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
April 23, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chair
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

CHS Alumni Association Awards Night Announcement-May 14

George Simonian announced this event would be held on May 14, 2012 at the High School Performing Arts Center, starting at 7:30PM. More than \$45,000.00 in awards will be presented. The Board was asked to participate. Chairman Kurland advised that Board members will try to attend, but meeting schedules may be dependent on Town Meeting.

Sue Rosa-A Toxic Mixture-May 9-CHS Performing Arts Center

Carole McCaul spoke for the Board of Health. Residents were reminded that there would be a Hazardous Waste Drop-off day from 9AM-12PM on April 28, 2012 in the back lot of the Town Offices. The Annual Wellness Fair is being held on May 5, 2012 from 9AM-noon at the Chelmsford Senior Center. A drug addiction presentation called "A Toxic Mixture-Drug Addiction and the Developing Brain" will be held on May 9, 2012 at the Chelmsford high School Performing Arts Center. This program is appropriate for children in Grade 5 and up. The police station has an unwanted medicine disposal kiosk available at all times, for anyone wishing to get rid of medications, no questions asked.

Additional information regarding any of these programs is available by calling the Board of Health at 978-250-5241. All calls are confidential.

National Arbor Day Proclamation-Kate Crawford, Chelmsford Garden Club

Ms. Crawford announced there will be an Arbor Day Celebration on Friday, April 27, 2012 at Town Offices starting at 3PM, to present the Kousa Dogwood Tree to the Town of Chelmsford.

The Arbor Day Proclamation was read by Selectman Hanson, and accepted by Ms. Crawford.

Open Session

Lynn Marcella and Jeff Hardy were present on behalf of the Parade Committee. The Committee is actively accepting applications for floats, marching groups or cars to participate in this year's July 4th Parade. An envelope stuffing event is being held at the Best Western hotel on April 24th and all volunteers are welcome. Banner sponsorships are still available, additional information is available on the Parade website (<http://www.chelmsfordparade.com/>).

Joanne Stanway spoke on behalf of the Chelmsford Open Space Stewardship to announce a work session for the Wotton St. Community Garden on April 27-29 for which they can use as many volunteers as possible. Work will start around 8AM, refreshments will be available. Interested people can contact Deb Jones of Jones Farm or Mrs. Stanway.

Kathleen Murphy presented a list of pros and cons regarding the Fire Station proposal to the Board. She asked if traffic flow has been looked at, to which Chairman Kurland explained existing traffic flows will remain the same.

Donna Upson, Perham St., asked the Board to listen to the public rather than the recent vote regarding the proposed fire station. She believes the location needs to be studied more.

Gary Sousa, 41 Billerica Rd., felt the current proposal for the fire station makes the station look "slammed in", and there is not enough room for parking.

Joanne Besonen, 55 Billerica Rd., questioned why a conceptual plan was being voted on. She also feels no one would like to live across the street from a fire station.

Kevin Ross, 70 Billerica Rd., felt this project is being pushed extremely fast, and he provided some written information to the Board. He felt the neighborhood was sheltered from their Town Meeting Representatives, and there has not been adequate opportunity for abutting residents to speak. Mr. Ross requested a sixty day delay on any vote, and that the Town reconsider the Wilson St. location. Chairman Kurland noted the proposal was made public in February, and Mr. Cohen noted there have been two public information sessions held.

Donna Upson came back to request that the neighborhood be given more time to speak with their Town Meeting Representatives.

Joanne Besonen returned to state that she has made recent upgrades to her home, and feels this project is intruding on a residential area.

Donna Upson came back to state the Wilson St. location is more commercial than Billerica Rd., and she requested more time before the vote at Town Meeting.

Robert Joyce, 103 Turnpike Rd., suggested that an independent party be consulted to discuss the effect this project would have on home values, rather than using data from the Assessors' office.

Rachel Besonen, 55 Billerica Rd., agreed the need for a fire station is evident, and the neighborhood's concern is the location. A tenet of the 2010 Master Plan cited that development should not be done at the expense of a neighborhood. The area around Route 129 is not given the same degree of care that the Westlands is given. She also requested the vote be delayed.

Frank Lospennato, 199 Billerica Rd., feels the new station deserves more room so it is done properly.

Gloria Makarevich, 76 Billerica Rd., noted the article that was voted on only covered how the project would be funded; it did not address location of the project.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

National Grid Pole Petitions-Princeton St. & Wiggin St.

Michelle Stacey spoke for National Grid in North Andover. The first request is to install underground conduit on Wiggin St., as the rest of the street already has public underground utilities.

No comments were received from the audience, and the Board had no further questions.

Motion: by Selectman Hanson to close the Public Hearing for installing underground utilities at 11 Wiggin St. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve National Grid Petition #11968046 to install 55' of encased conduit from existing pullbox-1 across Wiggin St. to the property of 11 Wiggin St., Lot #3, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

The second petition is to install a pole to service underground utilities at 31 Princeton St.

No comments were received from the audience, and the Board had no further questions.

Motion: by Selectman Hanson to close the Public Hearing for installing a pole at 31 Princeton St. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve National Grid Petition #11892781 to install a new pole and anchor at right front corner of 31 Princeton St. as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Appointments **Council on Aging**

Motion: by Selectman Hanson to approve the Town Manager's appointment of Roderick McLeod to the Council on Aging for a term to expire June 30, 2014. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-March 26, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of March 26, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Re-organization Meeting Minutes-April 4, 2012

Motion: by Selectman Hanson to approve the Re-organization Meeting Minutes of April 4, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Work Session Minutes- April 17, 2012

Motion: by Selectman Hanson to approve the Work Session Meeting Minutes of April 17, 2012 as presented. Seconded by Selectman Wojtas. Selectman Wojtas abstained, all others in favor. **Motion carries.**

Unscheduled Business

BOS Positions on Town Meeting Warrant Articles

Article 3-Town of Ayer to Enter Nashoba Valley Technical School District. Chairman Kurland noted the Finance Committee still has not voted on this article.

Motion: by Selectman Hanson to recommend approval of Article 3, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 10-New Center Fire Station. Selectman Lane explained that this project will still need to go through all of the normal planning and permitting processes, and more public hearings will be held. Continued community involvement was encouraged. Mr. Cohen explained citizen representative applications will be sought, as resident input has helped shape other projects such as the new DPW facility. Chairman Kurland recalled that the Wilson St. location was rejected by voters on two prior occasions, and time is running out to address the fire station situation. Building on Wilson St. would increase costs by \$1.5 million. \$117,000.00 has already been spent on studies, and an abutter to the South Fire Station has come forward to indicate no negative issues from living next to a fire station. Chairman Kurland felt this is the best solution to a problem that has been evident since the 1980's.

Motion: by Selectman Hanson to recommend approval of Article 10, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 15, Transfer of Town-owned parcels to the Conservation Commission. The Conservation Commission has voted to support the transfer.

Motion: by Selectman Hanson to recommend approval of Article 15, as presented.
Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 25, Definitions, Comprehensive revisions. The Planning Board has voted to support all of the Zoning articles.

Motion: by Selectman Hanson to recommend approval of Article 25, as presented.
Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 26 is for comprehensive review of a Use Table, and is also a zoning article approved by the Planning Board.

Motion: by Selectman Hanson to recommend approval of Article 26, as presented.
Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 27 has been withdrawn.

Article 28 concerns revisions to Single and Two Family Non-conforming Uses and Structures, and was approved by the Planning board.

Motion: by Selectman Hanson to recommend approval of Article 28, as presented.
Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 29 is a Solar Farm Bylaw.

Motion: by Selectman Hanson to recommend approval of Article 29, as presented.
Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 30 is a Scenic Roads Bylaw. Selectman Wojtas asked how this would be different than what exists today. Mr. Cohen explained this bylaw allows enforcement via a \$300. penalty. Town Meeting would vote on which roads could become scenic roads. Selectman Lane clarified that the bylaw pertains to the right-of-way only, and not to private property.

Motion: by Selectman Hanson to recommend approval of Article 30, as presented.
Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 33 has been withdrawn.

Right of First Refusal-Lots 1 & 2, a portion of Map 99, Parcel 370-1

Mr. Cohen explained that the Community Preservation Committee and Conservation Commission expressed no interest in pursuing a transfer of rights. A notice will be sent to the property owner's representative that the town will not exercise its right of first refusal, and a roll back period on taxes will be enforced. Selectman Wojtas asked if there would be any interest by the Land Conservation Trust. Mr. Cohen did not believe so, as each lot was being sold for \$220,000.00.

Motion: by Selectman Hanson that the Board of Selectmen does not exercise its Right of First Refusal regarding Lots 1 & 2 of Map 99, Parcel 370-1. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

BOS Representative to NMCOG

Motion: by Selectman Lane to nominate Selectman Hanson as the Board's representative to the Northern Middlesex Council of Governments. Seconded by Selectman Dixon.

Selectman Hanson accepted the nomination.

Motion: by Selectman Hanson to close nominations. Seconded by Selectman Wojtas.
Motion carries, unanimous.

Chairman Kurland asked for a vote to appoint Selectman Hanson as the Board's representative to the Northern Middlesex Council of Governments. Vote was unanimous in favor.

BOS Liaison Assignments

The list of assignments was read into the record.

Selectmen Liaison Reports and Referrals

Selectman Lane:

- The mulch spreading at South Row School was completed in 2.5 hours, due in part to the excellent turnout of volunteers. Danielle Evans and Stop & Shop were thanked for their efforts.
- Bill Askenburg and his sons were thanked for their efforts during April school vacation in removing a lot of trash and debris from the wooded area of Roberts Field.
- Charlie Parlee was thanked for donating 6 granite bollards to be used at the Center Town Hall.

Selectman Wojtas:

- A Town-wide clean-up event will be held in conjunction with Earth Fair, which is being held on April 28, 2012 at the Unitarian Church.
- A book drop-off event will be held on April 28, 2012 from 9AM-noon at the Public Library
- One Book Chelmsford selected authors Geraldine Brooks and Tony Horwitz will hold a presentation at the Chelmsford Performing Arts Center on May 12, 2012.
- The library's new 'Anytime' feature was described.
- Ryan Carr was congratulated on achieving his Eagle Scout Award.
- Attendees were thanked for participating in the Military Community Covenant Volunteer Appreciation event.
- Lance Corporal Nick Hamilton was welcomed home.

Selectman Dixon:

- Residents were asked to volunteer for the work party to construct the Wotton St. Community Garden being held on April 28, 2012.
- Selectman Lane was congratulated for being a great coach for the Strawberry Hill Youth Baseball League.

Selectman Hanson:

- Jimmy Lyons was congratulated on achieving his Eagle Scout Award.
- Future grant opportunities like the recent MEMA grant for Williamsburg were discussed at the last NMCOG meeting.
- Office hours will be held at the Java Room on Thursdays from 5-6PM.

Chairman Kurland:

- The South Row School mulch spreading event went very well, and had great weather.
- The National Military Community Covenant brochure featured the Chelmsford group.
- Office Hours will be held on Saturday, May 5, 2012, at the Java Room starting at 9AM.

Press Questions

No one came forward at this time.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 8:29PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Flyer for "A Toxic Mixture" May 9, 2012
- Proclamation for Arbor Day, April 27, 2012
- Submission Kathleen Murphy provided during Open Session
- List of Committee Vacancies
- Supporting Documents for National Grid's Pole Petitions
- Committee Application of Roderick J. McLeod
- Draft Minutes of March 26, 2012, April 4, 2012 and April 17, 2012
- Spring Town Meeting Warrant Article List
- Purchase & Sale information regarding Lots 1&2, Map 99, Parcel 370-1
- List of BOS Liaison assignments



CHELMSFORD BOARD OF SELECTMEN
WORK SESSION AGENDA
April 30, 2012
Senior Center, 75 Groton Road, No. Chelmsford

RECEIVED

2012 APR 26 PM 1:46

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

6:30 p.m. Call to Order

- BOS Position on Town Meeting Warrant Articles
- Amendment to MassWorks Grant – Traffic Signals at Billerica Road & Elliot & Alpha Roads

Town Manager Bid Awards

- Personal Property Revaluation Services
- Varney Playground Master Plan

Adjourn to Town Meeting

Next Regular Meeting: May 21, 2012

RECEIVED
2017 APR 26 PM 1:45
TOWN OF
CHANDLER

Town of Chelmsford
Board of Selectmen Minutes
75 Groton Road
North Chelmsford, MA 01863
Work Session MINUTES
April 30, 2012

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chair
Patricia Wojtas, Clerk
George Dixon, Jr., Selectman
James Lane, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA.

Chairman Kurland called the meeting to order at 6:30 PM.

Town Meeting Article Recommendation

The Town Manager reviewed the proposed adjustments to the Fiscal Year 2012 operating budget.

Motion: by Selectman Hanson to recommend approval of Article 2 on the Town Meeting Warrant. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Massworks Grant Application

The Town Manager explained the amendment being proposed for this grant application, which will be partially funded by Planning Board 53G mitigation funds.

Motion: by Selectman Hanson to approve the proposed amendment to the Massworks grant application. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Bid Awards

The Town Manager presented his recommendation to award a contract for Personal Property Revaluation Services. The contract will be for three years, with an option to extend an additional two years.

Motion: by Selectman Hanson to recommend approval of the Town Manager's bid award for Personal Property Revaluation Services as presented to Real Estate Research Consultants. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

The Town Manager explained that Town Meeting had allocated funds from the Community Preservation Fund to generate a Master Plan for the Varney Playground area. A Request for Qualifications returned one bid award, which was determined to be from a qualified bidder.

Motion: by Selectman Hanson to recommend approval of the Town Manager's bid award for the Varney Playground Master Plan to Watermark of Lowell, in the amount of \$18,500. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Adjournment

Motion: by Selectman Hanson at 6:45PM to adjourn. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Patricia Wojtas, Clerk

List of Reference Documents:

- Supporting documents for Fiscal Year 2012 budget adjustments
- Supporting documents for Massworks grant application amendment
- Supporting documents for Personal Property Revaluation Services bid award
- Supporting documents for Varney Playground Master Plan bid award

MAY

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

Work Session

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Thursday, May 3, 2012 Time: 6:30 PM

Location: Senior Center Room Number: _____

Name of Building

75 Gielan Rd

Street Address

William B. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

J. H. Green 5/1/12

RECEIVED

2012 MAY -1 PM 12:44

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, February 7, 2011

Time: 7:00 am

Location: Town Office

at 3:00

Room Number: 204

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

3/14/12

RECEIVED

2012 MAR 14 PM 3:04

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Wcjk

~~Cancelled~~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, July 7, 2014

Time: 6:30 pm

Location: Senior Center

Room Number: _____

Name of Building

Street Address

Town Clerk's Signature

Clerk/Bd. Member & Date

Dwight J. Malone

3/14/13

RECEIVED

2012 MAR 14 PM 3:05

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

~~work session~~
~~cancelled~~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, May 14, 2012

Time: 6:30 pm

Location: Town Office

Name of Building

Room Number: 201

50 Bellevue Rd

Street Address

Quinn B. Maloney
Town Clerk's Signature

J. D. ... 5/11/12

Clerk/Bd. Member & Date

RECEIVED

2012 MAY -1 PM 12:43

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Work Session

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, May 21, 2012 Time: 5:00 pm

Location: Town Office Room Number: 204

Name of Building

Street Address

Carolyn B. Maloney
Town Clerk's Signature

Clerk/Bd. Member & Date

J. Depina 5/15/12

RECEIVED

2012 MAY 16 AM 10: 50

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Wednesday May 21 2013

Time:

7:00 PM

Location:

Town Office

Name of Building

Room Number:

204

Street Address

Town Clerk ~~Thomas~~ B. Maloney

Clerk/Bd. Member & Date

Town Clerk 5/21/13

RECEIVED

2012 MAY -2 PM 12:44

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN
WORK SESSION AGENDA
May 3, 2012
Senior Center, 75 Groton Road, No. Chelmsford

RECEIVED
2012 MAY -1 PM 12:44
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

6:30 p.m. Call to Order

- Town Counsel, Litigation Update

Adjourn to Town Meeting

Next Regular Meeting: May 7, 2012

RECEIVED
MAY - 1 PM 15:44
TOWN OF
DORSET

TOWN OF CHELMSFORD
BOARD OF SELECTMEN MINUTES – Executive Session
Thursday, May 3, 2012
Senior Center
75 North Rd
N. Chelmsford, MA 01863

Attending:

Jon Kurland, Chairman

Matthew Hanson, Vice Chairman

Patricia Wojtas, Clerk

James Lane, Selectman

George Dixon Jr., Selectman (joined the meeting at 6:45pm)

Paul Cohen, Town Manager

John Giorgio, Town Counsel

Jeffrey Blake, Kopelman & Paige

6:30pm

Chairman Kurland called the meeting to order.

Motion: by Selectman Hanson to enter Executive Session for the purpose of reviewing pending litigation issues, not to return to open session. Seconded by Selectman Wojtas. **Motion unanimously carried.**

Selectman Lane: Aye

Selectman Hanson: Aye

Selectman Wojtas: Aye

Chairman Kurland: Aye

Litigation:

Mr. Giorgio and Mr. Blake reviewed the list of pending cases in which the Town is involved.

Adjournment:

Motion: by Selectman Hanson to adjourn Executive Session at 7:15pm.

Selectman Wojtas seconded the motion. **Motion unanimously carried.**

Selectman Dixon: Aye

Selectman Lane: Aye

Selectman Hanson: Aye

Selectman Wojtas: Aye

Chairman Kurland: Aye

Respectfully submitted,

Pat Wojtas, Selectman Clerk

CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

May 7, 2012

Town Offices 50 Billerica Rd.

RECEIVED

2012 MAY -3 AM 11:41

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7:00 p.m. Call to Order - Notification of live cablecast

Open Session

Committee Vacancies

Scheduled Business

7:30 p.m. • Chelmsford Water District - Annual Update

Town Manager Appointments

- a) Council on Aging Director
- b) Council on Aging Member

Town Manager Reports

- a) Massachusetts Downtown Initiative Technical Assistance Program Award
- b) 77 Westford Street offer of sale to the Town

Meeting Minutes

- a) Regular Meeting Minutes - April 9, 2012
- b) Work Session Minutes - April 30, 2012

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: May 21, 2012

RECEIVED

SEIZURE UNIT: 41

TO: TOWN OF CHANDLER
FROM: [illegible]
DATE: [illegible]

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Approved 6/18/2012

**Regular Meeting MINUTES
May 7, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Town Manager Appointments
Council on Aging Director

The Town Manager explained the hiring process for this position, including those staff members who participated in interviewing candidates. He noted that several qualified applicants had submitted resumes.

Motion: by Selectman Hanson to approve the Town Manager's appointment of Debra M. Siriani as the Director of the Council of Aging. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Ms. Siriani came forward to thank the Town Manager and the Board for this appointment, and she looks forward to her new duties, which she expects to start on June 11, 2012.

Council on Aging Member

Motion: by Selectman Hanson to approve the Town Manager's appointment of Mary Foley to the Council on Aging for a term to expire June 30, 2015. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

Massachusetts Downtown Initiative Technical Assistance Program Award

This process was started in December, 2011, and the Town has won an award of \$10,000.00. A Parking Utilization and Pedestrian study is being conducted by NMCOG for the same area. Evan Belansky, Director of Community Development, was thanked for his assistance in pursuing this grant.

77 Westford St. offer of sale to the Town

This home was offered to the Town for possible use as a visitor center. It is currently assessed at \$276,000.00. The Board decided the location of the home was not conducive to a visitor center due to its location, and there is no other apparent use for the property by the Town.

Motion: by Selectman Hanson that the Board of Selectmen chooses not to purchase a parcel located at 77 Westford St. as a visitor center. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectman Wojtas asked the Town Manager to discuss the proposed Varney Park Master Plan Study. Mr. Cohen explained a bid award has been completed for this project, which will start in several weeks and should be completed by the end of the summer. Requests to fill an ad hoc committee will be sought. Selectman Lane acknowledged that the study is being funded through a Community Preservation Act appropriation.

Meeting Minutes

Regular Meeting Minutes-April 9, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of April 9, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Work Session Minutes- April 30, 2012

Motion: by Selectman Hanson to approve the Work Session Meeting Minutes of April 30, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Scheduled Business

Chelmsford Water District-Annual Update

George Allan explained this report is given to the Board annually to help residents understand the process of how water is supplied. The presentation included a brochure provided to residents, and described the Water Management Program. Water conservation goals were described, as well as their outreach program, a map of the district, history of the district, photos of their facilities, supply and demand statistics and recent activities. Mr. Allan said many fees are waived for Town usage of water. The district has a website which describes their activities, rules, regulations, and announces when their meetings are held. The District is making plans for its Centennial Celebration. Representatives from the district will be attending a ceremony in Boston on May 8, 2012 to accept two awards for their work. Chairman Kurland asked if there is a concern with water availability due to the dry spring season. Superintendent Bob Delaney explained that ground water levels are down 7", and wells are down 4', therefore it was necessary to notify residents of the Level 2 watering restriction. The DEP will notify them if there is a need to change to Level 3 (no watering allowed at all). The District was congratulated by the Board for their award achievements.

Selectmen Liaison Reports and Referrals

Selectman Lane:

-Congratulations were given to participants of the Louie's Loop Walk-a-thon held at the Byam School.

- Selectman Lane attended the First Parish Unitarian Church's Steeple Walk/Run held on May 5, 2012 at the Freeman Rail Trail.
- Linda Prescott was congratulated for being presented with the Guardian Award by the Chelmsford Historical Society on May 5, 2012.
- Selectman Lane suggested that the program "Government Official for a Day" that was once sponsored by the Chelmsford Elks be reinstated.
- Residents were wished a Happy Mother's Day.

Selectman Wojtas:

- The Library is holding a seminar "Science of Natural Disasters" on May 11, 2012 beginning at 10AM.
- One Book Chelmsford authors Geraldine Brooks and Tony Horwitz will be at the Performing Arts Center on May 12, 2012
- The School Committee is holding a Public Input Session on May 15, 2012 at the Parker Middle School, starting at 7PM.
- The Military Community Covenant will be holding their second annual barbeque at Agway on May 19, 2012 from 11AM-2PM.

Selectman Dixon:

- Congratulations were given to all volunteers who worked to build the community garden at Wotton St. in North Chelmsford. The North Water District and DPW were thanked for their assistance as well.

Selectman Hanson:

- Feedback was requested on opening up participation to the schools for the proposed Volunteer and Donation Committee. Selectman Lane agreed there is a need to get younger people involved in Town affairs.
- Office hours will be held on Thursday from 5-6PM at the Java Room.

Chairman Kurland:

- Mrs. Prescott was congratulated on her recent Guardian Award. The Historical Society will be looking for volunteers to help with Farm Fair in the Fall and with the apple orchards.
- The Finance Committee was commended for putting together the Spring Town Meeting Warrant Article book. All the Town Meeting Representatives and Moderator DeFreitas were thanked for their work at Spring Town Meeting.
- Residents were wished a Happy Mother's Day.

Press Questions

No one came forward at this time.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 8:04PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Chelmsford Water District Presentation
- List of Committee Vacancies
- Supporting Documents for Appointment of Council on Aging Director
- Committee Application for Council on Aging Member
- Memo received May 2, 2012 regarding the Downtown Initiative Technical assistance Program Award
- Photo of the home on 77 Westford St.
- Draft minutes of April 9, and April 30, 2012



CHELMSFORD BOARD OF SELECTMEN
WORK SESSION AGENDA
May 14, 2012
Town Offices 50 Billerica Rd.

RECEIVED

2012 MAY 10 AM 9:54

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

5:00 p.m. Call to Order

Scheduled Business

- Board of Selectmen and Town Manager Goals & Action Items 2012-2013

Next Regular Meeting: May 21, 2012

Cancel
rescheduled 5/21/12

RECEIVED

2012 MAY 12 AM 10:24

TO: [REDACTED]
FROM: [REDACTED]
SUBJECT: [REDACTED]



CHELMSFORD BOARD OF SELECTMEN
WORK SESSION AGENDA
May 21, 2012
Town Offices 50 Billerica Rd.

RECEIVED

2012 MAY 16 AM 10:50

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

5:00 p.m. Call to Order

Scheduled Business

- Board of Selectmen and Town Manager Goals & Action Items 2012-2013

Next Regular Meeting: 7:00 PM May 21, 2012

100-135

02 MAY 18 14:00:20

CHORLEY
TOWN
COUNCIL

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**MINUTES – Work Session
May 21, 2012**

Approved 7/16/2012

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chair
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was not recorded.

Chairman Kurland called the meeting to order at 5:08 PM.

Scheduled Business

Board of Selectmen and Town Manager Goals & Action Items 2012-2013

The list of goals from 2011-2012 was reviewed by item. Chairman Kurland noted some goals that were not met will stay on the list for FY13.

The goal of Oak Hill parcel's future use is pending. The committee's recommendations are due by Fall Town Meeting.

The implementation of Municipal Health Insurance Reform has been completed.

Selectman Wojtas has sent a draft updated BOS Policy manual electronically to be reviewed by the rest of the Board, and work on this document will continue. Additional attention will be given to 'Mixed Use' Alcohol Licenses.

The Board agreed to continue to support the process for the Fire Department Headquarters Facility. The estimated completion date for the project at this time is in 2014. It has not been determined what will become of the current existing building.

The Board will continue to support efforts involving the re-development of the Stop & Shop/Marshall's plaza. The CVS construction should be complete by the Fall.

Selectman Wojtas will continue working on developing a survey for Town residents. Mr. Cohen agreed to send an e-mail to other Town Boards to see if there is interest in having Kopelman and Paige hold a workshop on how to hold a Public Hearing. The Board agreed to continue holding Chairman meetings. Chairman Kurland will continue to try to establish a main contact person at National Grid. Public Input sessions will continue to be scheduled periodically. The Board agreed that each member will continue to communicate with State legislators as they see appropriate.

Regarding Community and Economic development, evidence of sign bylaw enforcement is being seen. The Board acknowledged the bylaw may need to be amended. Testing is ongoing at the Brownfield site on Katrina Rd.; the work should be complete by the end of the year. Some unused town-owned parcels are still being reviewed for appropriate disposition.

The Board will consider creating standards for paper usage in meeting material packets.

The renovation of the Town clock is complete. Some painting and light adjustment is pending.

Both Town Hall renovation projects are almost complete.

The window replacement project at the High School and the roof replacement project at the Byam Elementary School have been completed.

Selectman Lane suggested waiting on the Vinal Square façade program until other pending projects get completed.

Monitoring of the commuter rail expansion was removed from the list. Nothing is happening with this proposal.

The future of the Oddfellows Building was tabled; this may be addressed in the Center Village Master Plan study.

The future of the Dutton House has been tabled; it may also be addressed in the Center Village Master Plan.

The sewer treatment agreement with the City of Lowell will remain on the list, and is dependent on input from Lowell.

Efforts to establish a dog park are ongoing.

A discussion of tax relief programs was tabled for a different work session. Mr. Cohen agreed to research options and ideas.

The Board next reviewed a list of suggested topics for their goals for FY13. Mr. Cohen asked about the status of an overlay district zoning proposal, and Selectman Lane explained the Planning Board was not ready to send it for Town Meeting approval. Selectman Wojtas asked how a Master Plan for Chelmsford Center would fit with two other pending studies for the area. Chairman Kurland proposed a 7 member committee, and listed its composition.

Mr. Cohen noted that Verizon is not able to complete its portion of the underground utility project because they have used all available collected surcharge funds. The company has indicated that it will not finish the project until the remaining funds are collected.

Leadership meetings will continue as before.

Many of the Town's athletic fields are being over-used. Mr. Cohen agreed to research an available Soccer Association grant for potential funding. The Board agreed to put into policy language the process of naming rights for buildings, fields, etc.

Flood mitigation work will continue with the Williamsburg Condominium owners.

The Town Manager will continue to work with the Board on creating a solar farm on the Swain Rd. landfill.

Selectman Lane requested that stipends for Town officers be re-visited. Mr. Cohen agreed to obtain a report prepared by a prior stipend committee. Mr. Cohen advised statutory language regarding health insurance implications would also need to be reviewed.

Selectman Lane suggested re-instating a Student Government Day. Selectman Wojtas felt it might be more effective to have Board members visit classrooms to speak with students. Selectman Hanson suggested a presentation for High School seniors on registering to vote as a starting point. Chairman Kurland advocated exploring opportunities to get more youths involved in government.

Selectman Lane asked about the Town's fleet vehicle transition policy. Mr. Cohen explained the Green Communities requirements under a five year plan.

Motion: by Selectman Hanson to adjourn this meeting at 6:54PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of BOS goals 2011-2012
- List of suggested topics for BOS Goals for FY13



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
May 21, 2012
Town Offices 50 Billerica Rd.

RECEIVED

2012 MAY 16 PM 2: 52

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Regina Jackson – Memorial Day Proclamation

Open Session

Committee Vacancies

Scheduled Business

- Special License to sell wine at an Agricultural Event – Still River Winery

7:30 p.m. • Thai Jasmine – Alteration of Premises

7:35 p.m. • National Grid Electrical Conduit Petition

- Todd Melanson – Chelmsford Water District – SWMI

- Darlene Lussier – Town Accountant Performance Appraisal

Town Manager Bid Awards

- a) HVAC Maintenance & Repair
- b) Pavement Management Services
- c) Solar Net Metering

Town Manager Reports

Meeting Minutes

- a) Regular Meeting Minutes – April 23, 2012
- b) Executive Session Minutes – May 3, 2012

Unscheduled Business

- a) BOS Goals

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: June 4, 2012

RECEIVED

2012 MAY 16 PM 5:25

TOWN OF
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TOWN OF
TOWN OF

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
May 21, 2012**

Approved 7/16/2012

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chair
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

Memorial Day Proclamation-Regina Jackson

Mrs. Jackson announced the annual parade would start at 10AM from the CVS/Friendly's parking lot. Participants were asked to arrive at 9:30AM. American Legion Post 212 will have a service on the Town Common after the parade. The Merrimack Valley Vietnam Veterans will also conduct a ceremony at Veterans Memorial Park at 2:00PM on Memorial Day. A proclamation was read by Selectman Hanson, and accepted by Mrs. Jackson.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

Special License to sell wine at an Agricultural Event-Still River Winery

Wade Holtzman was present for questions regarding his application to sell wine at this year's Summer Farmers Market on the Town Common. There were no questions for Mr. Holtzman.

Motion: by Selectman Hanson that the Board of Selectmen approve a Special License to Sell Wine at an Agricultural Event to Still River Winery, for the Farmers Market on the Common, on Thursdays from 2:00PM-6:00PM from July 12 to October 18, 2012. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Todd Melanson-Chelmsford Water District-Sustainable Water Management Initiative (SWMI)

Mr. Melanson described what the water management act does, and that this was created to address safe yields and water supply concerns to include increased demand management and habitat improvement. This initiative will reduce permitted supply and increase cost of services. Chelmsford currently meets or exceeds requirements of at-risk fish populations. The initiative will not accommodate any economic

growth. Chelmsford has been reducing its water use, and if this initiative is successful, the Town residents will be penalized for their past efforts. Some of the data provided is not verifiable, and ratepayers would ultimately shoulder the costs of any mitigation called for under this initiative. The District outlined what it plans to do to oppose the initiative, and asked the Board to spread the word that this is a bad idea. Board members agreed to contact their respective state legislators to find out more information. The Board agreed to hold off voting on what it will do until after the Water Districts' next joint quarterly meeting.

Thai Jasmine-Alteration of Premises

Nick Kanti was present for questions regarding the restaurant's request for expansion into a space that was formerly a nail salon. The function room would be used for additional seating. Selectman Lane wished to review parking requirements due to change of use. Nancy Cheng, the property owner, explained the lot has 160 spaces. There were no further questions from the Board or the audience.

Motion: by Selectman Hanson to close the Public Hearing. Seconded by Selectman Wojtas.
Motion carries, unanimous.

Motion: by Selectman Hanson to approve an Alteration of Premises for Thai Jasmine to increase the seating capacity from 61 to 97 seats, to be exercised on the premises at 313 Littleton Rd., contingent upon final inspections from the Building Department, the Board of Health, Fire Department and confirming that the Community Development Office does not have any issues with parking. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

National Grid Electrical Conduit Petition

Dave Agura was present for National Grid in their request for conduit installation at Pole 3 on Boston Rd. for the new CVS building. There were no questions from the Board or the audience.

Motion: by Selectman Hanson to close the Public Hearing. Seconded by Selectman Wojtas.
Motion carries, unanimous.

Motion: by Selectman Hanson to approve the electrical conduit petition filed by National Grid as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Darlene Lussier-Town Accountant Performance Appraisal

Chairman Kurland and Selectman Wojtas had met with Ms. Lussier to review last year's goals and create this year's goals. All Board members agreed Ms. Lussier is thorough and a pleasure to work with, and consistently exceeds her expected level of performance.

Motion: by Selectman Hanson to approve the performance appraisal of Darlene Lussier with a grade of "consistently exceeds her expected level of performance". Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Bid Awards

HVAC Maintenance and Repair

Two bids were received for this request.

Motion: by Selectman Hanson to approve the Town Manager's Bid Award for HVAC Services to Johnson Controls of Lynnfield, MA, in an amount not to exceed \$389,500.00, for a period of three years. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Pavement Management Services

Six proposals were received and reviewed. This company will be responsible for updating the GIS system and creating a pavement management system. Now that the sewer project is finished, this will offer a more traditional approach.

Motion: by Selectman Hanson to approve the Town Manager's bid award for Paving Management Services to VHB of Watertown, MA, in an amount not to exceed \$64,250.00. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Solar Net Metering

Cliff Chapman of Syncarpa and Brian Kopel of Renewable Energy Massachusetts were present to describe this proposal. Syncarpa is building a solar facility which connects to the grid, takes credits and sells them to the Town. The contract is discounted 25% and is for 20 years. Over time, they anticipate \$2.8 million in energy cost savings to the Town. Photos of other plants and a list of other completed projects were shown. The agreement will be reviewed by Town Counsel.

Motion: by Selectman Hanson to authorize the Town Manager to move forward with the Solar Net Metering contract with Syncarpa pending Town Counsel review. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

The Town Clerk has advised that residents have until May 29, 2012 to respond to the Census. Residents that do not respond will be placed on an inactive voter list, and will experience delays when it comes time to vote.

The underground utility work in the Town Center is almost complete in the right-of-ways. Final paving is expected during the week of June 1. Service connections should be complete by year end. After that, National Grid will start taking their wires down. Verizon is delayed due to funding issues.

High School Senior Prom Pictures will be taken on the Town common on May 30, 2012.

Three resident applicants are needed for the Varney Park Master Plan Committee. The Consultant working on this project will hold a Public Input Session on June 14, 2012, starting at 7PM, at the Senior Center.

Two resident applicants and a Project Manager are being sought for the Fire Headquarters Planning Process.

Annual re-appointments will start in June.

Two resident applicants are needed for the Town Center Master Plan Committee.

Meeting Minutes

Regular Meeting Minutes- April 23, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of April 23, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Executive Session Meeting Minutes-May 3, 2012

Motion: by Selectman Hanson to approve and release without attachments the Executive Session Meeting Minutes of May 3, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

BOS Goals

Chairman Kurland summarized the Board's goals for this year. Topics discussed at the work session will be voted on at the next meeting.

Selectmen Liaison Reports and Referrals

Selectman Lane:

- Congratulations were given to Andrew Fielding-Eagle Scout for his work at Varney Park.
- Palm Manor Nursing Home (now Palm Center) was congratulated on the Open House held to show their renovations.
- Scholarship winners from Chelmsford Alumni Scholarship Night were congratulated.
- Selectman Hanson was wished a Happy Birthday.

Selectman Wojtas:

- The Library will host a seminar on Healthy Lawns and Composting on Wednesday, May 23, 2012.
- The Library will host a Laurel & Hardy Film event on May 25, 2012 at 2PM.
- The Military Community Covenant Task force was able to raise over \$250.00 at their barbeque event held at Agway.
- MSGT Benari Poulten was welcomed home.
- The Chelmsford Rotary Club was thanked for providing a second banner for returning service personnel, to be hung in Vinal Square.

Selectman Dixon:

- DECA students and Tom Sousa were congratulated for their great marketing programs created for the Town.
- Great additions were made to Varney Park by Andrew Fielding.

Selectman Hanson:

- The Economic Development Department at UMass Lowell has a grant writing class, and students are looking for people to work with for the Fall Semester.
- Office hours will be held from 5-6PM at the Java Room on Thursday.
- Residents were wished a Happy Memorial Day.

Chairman Kurland:

- All Scholarship winners were congratulated.
- DECA was recognized for their "Buy Locally" economic development initiatives.
- Residents were reminded that the Memorial Day Parade in the Town Center will start at 10AM.
- A ribbon-cutting event will be held at the South Row School on June 2 at 12:00PM for their new playground.
- Office hours at the Java Room will be held on Saturday, June 2, at 9AM.

Press Questions

No one came forward at this time.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 8:30PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Memorial Day Proclamation
- List of Committee Vacancies
- Supporting Documents for Still River Winery
- Supporting documents for Chelmsford Water district's SWMI presentation
- Supporting documents for Thai Jasmine Restaurant
- Supporting documents for National Grid's petition
- Town Accountant's Performance Review
- Supporting memos for Town Manager Bid Awards.
- Draft minutes

JUNE

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, June 4, 2012 Time: 7:00 p.m.

Location: Town Office Room Number: 204

Name of Building

Street Address

Se. Bellview Rd.
Corinne B. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

J. L. ... 5/20/12

RECEIVED

2012 MAY 23 PM 5:27

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of selectmen

Date of Meeting:

Friday, June 8, 2012

Time:

12:00 pm

Location:

Town Office

Room Number:

201

Name of Building

50 Bulfinch St

Street Address

Corinne B. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

J. Depina 6/4/12

RECEIVED

2012 JUN -4 PM 2:56

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

BOARD OF SELECTMEN

Date of Meeting:

JUNE 13, 2012

Time:

3:30 AM

Location:

TOWN OFFICES

Name of Building

50 BILLERICA ROAD

Room Number:

204

Street Address

Quinn B. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

6/11/12

RECEIVED

2012 JUN 11 PM 1:17

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday June 18, 2013 Time: 7:00

Location: Town Office Room Number: 204

Name of Building

Street Address

Stephen B. Maloney
Town Clerk's Signature

Clerk/Bd. Member & Date

J. Maloney 6/13/13

RECEIVED

2012 JUN 13 PM 4:20

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Joint w/
Board of
Assessors

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, June 18, 2012

Time:

8:00 PM

Location:

Town Clerk's Office

Room Number:

204

Name of Building

507 Bellflower Rd

Street Address

Corinne B. Maloney

Telephone 6/14/12

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2012 JUN 14 PM 3:48

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday June 25, 2012

Time: 7:00 am

Location: Town Offices

Name of Building: Sc. & Bellflower Rd.

Room Number: 204

Street Address

Town Clerk's Signature Dorinda B. Maloney

Clerk/Bd. Member & Date July 12, 2012

RECEIVED

2012 JUN 12 PM 12:38

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

K



Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Re 014-117

Name Of Department or Board: Council of Elders

Date of Meeting: Thursday April 4

Time: 6:00-8

Location: Town Office

Room Number: 208

Name of Building W. Middlebrook R.

Street Address 1121 D

Quinn J. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2012 APR -2 AM 10:19

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

CANCELLED

Re-org
meeting

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Wednesday, April 4, 2012

Time:

6:00pm

Location:

Town Office Building

Name of Building

Room Number:

2021

Street Address

Town Clerk's Signature

Dwight J. Malone

Clerk/Bd. Member & Date

3/14/12

RECEIVED

2012 MAR 14 PM 3:07

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, August 9, 2010

Time: 7:00 pm

Location: Town Office

Name of Building: 300

Room Number: 214

Street Address: 50 Bulfinch Rd

Dennis J. Hyaloux

Town Clerk's Signature

Clerk/Bd. Member & Date

3/14/12

RECEIVED

2012 APR 12 PM 3:24

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, March 23, 2010

Time: 7:00 pm

Location: Town Clerk's Office

Room Number: 211

Name of Building

507 Bellevue St.

Street Address

Dennis J. Malone

Town Clerk's Signature

Clerk/Bd. Member & Date

3/14/10

RECEIVED

2012 MAR 14 PM 3:06

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

w/TM
Reps

Name Of Department or Board: Planning & Zoning

Date of Meeting: Wednesday, April 25, 2006 Time: 7:00 PM

Location: Police Station

Room Number: 502

Name of Building: 2000 York St

Street Address

Town Clerk's Signature: [Signature]

Clerk/Bd. Member & Date: [Signature] 3/14/12

RECEIVED

2012 MAR 14 PM 3:05

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Week

Season

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, April 24, 2011 Time: 6:30 pm

Location:

Room Number: hall

Name of Building

Senior Center (413-01)
7504 Victoria Blvd

Street Address

Dwight J. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

716 Green 3/14/12

RECEIVED

2012 MAR 14 PM 3:07

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
June 4, 2012
Town Offices 50 Billerica Rd.

RECEIVED

2012 MAY 31 AM 9:12

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Kirk Marshall, Arts & Education Technology Fund – Annual Grant Awards

Open Session

Committee Vacancies

Scheduled Business

- 7:30 p.m. • Public Hearing: All Alcohol License - Yanagi Sushi, 83 Parkhurst Road
- 7:35 p.m. • Public Hearing: Glenview Restaurant – Transfer of Stockholder
- 7:40 p.m. • Public Hearing: American Legion – Alteration of Premises
- Intermunicipal Agreement with Billerica for Food Services Director
- Sam Chase – Chairman, Board of Assessors – Special Municipal Employee Status

Town Manager Bid Awards

- a) DPW Bid Awards – Misc. Highway Materials

Town Manager Appointments

- a) Public Works Director
- b) Re-Appointments

Town Manager Reports

Meeting Minutes

Unscheduled Business

- a) Approval of 2013 BOS Goals
- b) Center Ice Pub – Application for Keno re: Mass Lottery Commission

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: June 18, 2012

RECEIVED

2012 MAY 31 AM 2:15

TOWN OF
DORCHESTER
MASSACHUSETTS

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
June 4, 2012**

Approved 7/16/2012

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chair
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

Kirk Marshall, Arts & Technology Education Fund-Annual Grant Awards

Mr. Marshall thanked the Town for its past support, and described how the Arts and Technology Education Fund is managed. Grant recipients recognized include Jonelle Sullivan and Nancy Grove, Anita Adler and Jennifer McNulty, Allison Lacasse, Christy Raymond & Monica Williams, David Steves, and Lisa Teece. Residents were encouraged to visit the group at the July 4th Country Fair.

Open Session

Anthony Spinazola, 117 Groton Rd. wished to discuss the new sign installed at the American Legion on Groton Rd. He provided copies of a petition, photos and other information to the Board. He felt the sign is in violation of the Town's sign bylaw, and nearby residents are upset because they were never asked about it. He feels the sign and the red LED message board do not belong in a residential neighborhood, as it can be seen from several hundred yards away. He also questioned the Building Inspector's decision to allow the sign. After speaking with the manager of the Legion, the sign was disconnected for two weeks. After he spoke with the Chairman of the Board for the Legion, it was agreed that the sign would be dimmed, but this does not appear to have happened to date. An appeal filed with the Building Department has been denied. Mr. Spinazola reviewed sections of the bylaw, and how they applied to this situation. He noted that unlit signs in retail districts have been ordered to be removed, and he doesn't understand why this sign was allowed. An appeal is also being filed with the Zoning Board of Appeals. Mr. Cohen stated that no improper action was taken by the Building Inspector, and he expressed his disappointment that he was not aware of the concerns of this neighborhood until the Public Hearing was announced. Mr. Spinazola stated he went to see Mr. Cohen on three occasions, and was told he could not see him all three times.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Town Manager Bid Awards

DPW Bid Awards-Misc. Highway Materials

Mr. Cohen explained this is an annual award, and a list of various types of work and materials, and the respective bids were provided for the Board's approval. All bids chosen reflect the lowest qualified bid.

Motion: by Selectman Hanson that the Board of Selectmen approve the Town Manager's Bid Awards for Miscellaneous Highway Materials, as presented. Seconded by Selectman Wojtas.

Motion carries, unanimous.

Town Manager Appointments

Public Works Director

Mr. Cohen announced that with the retirement of Jim Pearson at the end of June, Steven Janhle had previously been promoted to the position of Town Engineer, and he would like to appoint Gary Persichetti as the new Public Works Director. Mr. Persichetti's work history with the Town was provided, and the scope of work required of his new position was described. Other upcoming changes were also announced.

Motion: by Selectman Hanson that the Board of Selectmen approve the Town Manager's appointment of Gary Persichetti to the position of Public Works Director, effective July 1, 2012. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Scheduled Business

Public Hearing: All Alcohol License-Yanagi Sushi, 83 Parkhurst Rd.

Chris Coleman spoke as representative for the applicant. This new Sushi Restaurant will have 50 seats, with hours of operation Monday-Saturday 11AM-1AM, and Sunday 12 noon to 1AM. The applicant's restaurant and related experience were provided. The applicant is also requesting an Entertainment License for up to three televisions.

No comments were received from the audience. Selectman Wojtas confirmed that this location will be the only one managed by the applicant at this time, and that he was aware of TIPS requirements. Chairman Kurland explained the Board's policy for waiting a two week period for any further questions or comments.

Motion: by Selectman Hanson to continue the Public Hearing for Yanagi Sushi, 83 Parkhurst Rd. to June 18 at 7:30PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Public Hearing: Glenview Restaurant-Transfer of Stockholder

Atty. Joe Devlin of Lynn spoke on behalf of the applicant, Wright Corp. Sheila Vaughan and Stephanie Sampsonis were also present. Ms. Sampsonis' work history was provided, as she'd like to keep the business in the family. TIPS certification was provided.

There were no further questions from the Board, or the audience.

Motion: by Selectman Hanson to close the Public Hearing for Glenview Restaurant Transfer of Stockholder. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson that the Board of Selectmen approve the transfer of stock to Wright Corporation d/b/a Glenview Restaurant, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Public Hearing: American Legion-Alteration of Premises

Ed O'Neill, General Manager of the American Legion spoke on behalf of the Legion. The work in question was to finish an expansion that was previously approved. Selectman Dixon clarified that a Cease and Desist order was issued, either because some paperwork was not filed properly by the previous Building Inspector, or the prior permit expired. Mr. O'Neill explained the plans are to expand the floor space, not the capacity of the building, by enclosing an existing deck. The capacity will remain 99 persons upstairs, and 99 persons downstairs.

Audience Comments:

Anthony Spinazola, 117 Groton Rd. provided additional written information to the Board. He noted that a sprinkler requirement is triggered at a capacity of 100 people, and if the floor and bar area are being expanded by closing in a deck, the capacity of the building should be expanded accordingly. He supports a Fire Department inspection, and the installation of a sprinkler system. He has observed large crowds at the Legion, possibly over 99 people. When the Board of Health suggested the building be a 'No Smoking' facility, a smoking hut was created outside. No exits or entrances are being added to the building, and parking is not clearly defined. The boundary of Willis Drive is not clearly defined; there are no handicapped parking spaces or fire lanes delineated; and the bathrooms are not ADA compliant. He believes a patron was seen outside with alcohol. He has observed children playing and fishing at the lake nearby. Parking is not organized and he has concern that an intoxicated patron will hit someone near the lake. He feels the glassed in smoking area is an eyesore. Copies of 2 police reports citing incidents of over-served patrons in February and May of 2012 were provided. Medical assistance was requested in both incidents. A complaint was filed with the ABCC for these incidents. Neighbors have experienced loud talking and music from the establishment. Mr. Spinazola feels the applicant has appeared before the Board only because they were caught working without a permit. He asked the Board to consider the concerns presented before granting the expansion, and to provide punitive action for the incidents.

John Poor, 97 Groton Rd. agreed with Mr. Spinazola that parking is a "free-for-all", and Willis Drive gets congested to the point where emergency access would be impeded. He has not witnessed people drinking outside.

Mr. O'Neill came forward to respond to the allegations of over-serving, explaining that surveillance cameras show the individual being served one beer, and one bottle of water. They found out after the incident that she was also on medication, and the bartender called the police as soon as he learned there was a problem in the parking lot. There are plans to line the parking lot. Selectman Dixon agreed the Town can address delineating Willis Drive.

Mr. O'Neill advised all the bartenders know alcohol is not allowed outside.

Mr. Cohen noted no history of complaints with this business with the Police Department. He was not aware of the allegations of patrons being over-served, and has received no notice of ADA issues. He will review the complaints with Chief Murphy when he returns to duty, and the complaints will be followed up. Selectman Wojtas supported delaying a decision until the investigation could be completed. Mr. O'Neill stated that the ADA Coordinator did not state he had issues at the time of the inspection. Mr. Cohen noted that none of these issues were raised at the time of the last license renewal, nor has the Board of Health voiced any concerns.

Mr. Spinazola came back to clarify he is concerned with the expansion of the operation. The abutters have tried to be good neighbors, and have not complained about the noise. Parking may not be adequate, and sprinklers should be installed. Selectman Lane noted that the license is not being expanded, and the footprint of the building is remaining the same. Mr. Cohen agreed to research parking requirements.

Mr. O'Neill clarified a door and window were removed from an existing wall. According to Mr. Spinazola, the patron that was seen drinking outside was seen with a bottle of beer, and the Legion does not sell bottled beer, only canned beer.

Mr. Poor stated the smoking hut is in a parking area, and should affect parking.

Motion: by Selectman Hanson to continue the Public Hearing for the American Legion to June 18, 2012, 7:35PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Inter-municipal Agreement with Billerica for Food Services Director

The agreement and amendment were on file for Board members to review. School Superintendent Frank Tiano explained this agreement would ensure a certified nutritionist is available, and would save \$17,000.00 in salary costs and additional food costs. Chairman Kurland asked if there were any insurance savings, or if any personnel were being eliminated. Mr. Tiano explained the current Director did not participate in health insurance, and this position was being eliminated. Selectman Wojtas agreed this was a good opportunity toward regionalization.

Motion: by Selectman Hanson that the Board of Selectmen endorse and approve the Inter-municipal Agreement between Billerica Public Schools and Chelmsford Public Schools for a Food Services Director, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Annual Re-Appointments

A list was provided for the Board's review. Mr. Cohen agreed to verify the respective terms for the appointees.

Motion: by Selectman Hanson that the Board of Selectmen approve the Town Manager's Annual Re-Appointments as presented, pending verification of term dates. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

Mr. Cohen wished to recognize Diana Ryder and Raye Legrand on their retirements; and welcomed Deb Siriani as the new Director of the Senior Center.

Residents were thanked for their patience with the work being done in the Town Center. The recent rain is slowing down paving and striping, but the work will be completed in time for the July 4th celebration and parade. There will be a concert on the Common on June 30th featuring the bands Rust Never Sleeps and Attik. The Parade Committee still has raffle tickets available for anyone interested in purchasing them. There is still space available for groups, bands or floats interested in participating in the parade.

The Wotton St. Community Garden is open, and there are still 6 plots available. Interested residents can contact Phil Stanway for more information.

Benches and fencing were installed at Sunny Meadow Farm as part of an Eagle Scout project.

A canoe launch will be installed at Heart Pond, also as an Eagle Scout project.

Three picnic tables were donated to be used at Varney Park and Heart Pond.

There will be a Public Input Session held on June 14, 2012 at 7PM at the Senior Center to discuss future plans for Varney Park. Everyone is welcome to attend.

Unscheduled Business

Approval of FY2013 BOS Goals

Chairman Kurland read off the list of goals for FY2013. Once formally approved, the list will be available on the Town website.

Motion: by Selectman Hanson to approve the Board of Selectmen Goals for FY2013, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Center Ice Pub-Application for Keno re: Mass Lottery Commission

Selectman Wojtas objected this application as the applicant never completed the proper paperwork to change their name from The Big Kahuna to Center Ice Pub, and the Alcohol license still shows the establishment as doing business as The Big Kahuna. Mr. Cohen will notify the State that there is an issue, and will notify the applicant to appear for a Public Hearing on June 18, 2012.

Selectmen Liaison Reports and Referrals

Selectman Lane:

- The South Row School PTO was congratulated on the successful opening ceremony for the re-built playground.
- 2012 CHS graduates were congratulated for their accomplishments.
- Fathers were wished a Happy Father's Day
- Chelmsford Walgreen's is holding their Second Annual Dog Rally on June 9 to benefit the Chelmsford Dog Association.

Selectman Wojtas:

- Congratulations were echoed for the South Row Playground and the 2012 CHS graduates.
- The Library is hosting an author's event on June 9 at 2PM, and there will be a book drop-off event from 9AM-noon the same day.
- The Military Community Covenant Task Force wished to welcome home 1Lt Meghan Curran.
- Updated information will be forthcoming from the BOS Policy Sub-Committee.

Selectman Dixon:

- Congratulations were given to everyone who had a part in the rebuilding of the South Row School playground.
- The speakers for the 2012 CHS Graduation Ceremony all did a great job.

Selectman Hanson:

- Prior congratulatory sentiments were echoed again.
- The Town will receive student assistance for grant opportunities via a professor at UMass Lowell who is teaching a grant writing class this Fall.
- An upcoming update from the BOS Policy Sub-committee was re-affirmed.
- Office hours will be held at the Java Room on Thursday, starting at 5PM for anyone who would like to speak with Selectman Hanson.

Chairman Kurland:

- Memorial Day parade and program participants were commended for very well done programs.
- The South Row School Playground event is a wonderful example of what can be accomplished when citizen volunteers partner with businesses and the Town.

- The ceremony at Tsongas Arena for the 2012 CHS graduation was very well done.
- In an effort to get more young people in Town involved with Town happenings, residents were reminded that everyone is welcome to apply for any of the existing Committee vacancies.

Press Questions

No one came forward at this time.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 8:50PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Supporting Documents for Yanagi Sushi
- Supporting documents for Glenview Restaurant
- Supporting documents for American Legion
- Inter-Municipal agreement with Billerica for Food Services Director
- Supporting memo/list for DPW Misc. Highway Materials Bid Award
- List of Annual Town Manager Re-appointments
- List of FY2013 BOS Goals
- Memo regarding Keno application for Center Ice Pub



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
June 8, 2012
Town Offices 50 Billerica Rd.

RECEIVED

2012 JUN -4 PM 2:56

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

12:00 p.m. Call to Order

Town Manager Bid Awards

a) Traffic Signalization Project at Elliot and Alpha Roads

Next Regular Meeting: June 18, 2012

RECEIVED

2012 JUN 4 PM 5:28

NOT
FOLIO



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
June 13, 2012
Town Offices 50 Billerica Rd.

RECEIVED

2012 JUN 11 PM 1:18

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

Call to Order

Scheduled Business

3:30 p.m. One Day Beer & Wine License for Sts. Vartantantz Church - 6/16/2012

Next Regular Meeting: June 18, 2012

7-2-1971

81:1 99:11 MUL 2185

97
98



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA (revised 6/15/2012)

June 18, 2012
Town Offices 50 Billerica Rd.

RECEIVED

2012 JUN 15 PM 3:07

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Bob Kelly – Public Celebrations Committee, Country Fair
- Parade Committee – Plans for July 4th

Open Session

Committee Vacancies

Scheduled Business

- Susan Gates – Chelmsford Center for the Arts-One Day Beer & Wine License
- All Saints Church – One Day Beer & Wine License, June 23, 2012
- Ani Property LLC – Transfer of Underground Storage
- 7:30 p.m. • Continuation of Public Hearing: All Alcohol License – Yanagi Sushi, 83 Parkhurst Rd
- 7:35 p.m. • Continuation of Public Hearing: Alteration of Premises - American Legion
- 7:45 p.m. • The Big Kahuna – Business Name / Keno License
- Sam Chase – Special Municipal Employee Designation for Board of Assessors

Town Manager Appointments

- a) North Town Hall Advisory Committee
- b) TREE Committee
- c) Varney Playground Master Plan Committee
- d) Annual Appointments

Selectmen Appointments

- a) Center Village Master Plan Committee
- b) Annual Appointments

Town Manager Reports

- a) Bond Rating & Bond Sale
- b) Status of Center Underground Utility Project
- c) Road & Sidewalk Projects

Meeting Minutes

- a) Regular Meeting Minutes – May 7, 2012
- b) Special Meeting Minutes – June 8, 2012
- c) Special Meeting Minutes – June 13, 2012

Unscheduled Business

- a) Sustainable Water Management Initiative (SWMI)
- b) Town Manager's Performance Appraisal

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

- Negotiations with non-union personnel

Next Regular Meeting: July 16, 2012



CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

June 18, 2012

Town Offices 50 Billerica Rd.

RECEIVED

2012 JUN 14 PM 3:39

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Bob Kelly – Public Celebrations Committee, Country Fair
- Parade Committee – Plans for July 4th
- Susan Gates – Chelmsford Center for the Arts

Open Session

Committee Vacancies

Scheduled Business

- All Saints Church – One Day Beer & Wine License, June 23, 2012
- Ani Property LLC – Transfer of Underground Storage
- 7:30 p.m. • Continuation of Public Hearing: All Alcohol License – Yanagi Sushi, 83 Parkhurst Rd
- 7:35 p.m. • Continuation of Public Hearing: Alteration of Premises - American Legion
- 7:45 p.m. • The Big Kahuna – Business Name / Keno License
- Sam Chase – Special Municipal Employee Designation for Board of Assessors

Town Manager Appointments

- a) North Town Hall Advisory Committee
- b) TREE Committee
- c) Varney Playground Master Plan Committee
- d) Annual Appointments

Selectmen Appointments

- a) Center Village Master Plan Committee
- b) Annual Appointments

Town Manager Reports

- a) Bond Rating & Bond Sale
- b) Status of Center Underground Utility Project
- c) Road & Sidewalk Projects

Meeting Minutes

- a) Regular Meeting Minutes – May 7, 2012
- b) Special Meeting Minutes – June 8, 2012
- c) Special Meeting Minutes – June 13, 2012

Unscheduled Business

- a) Sustainable Water Management Initiative (SWMI)
- b) Town Manager's Performance Appraisal

B.O.S. Meeting Agenda

April 23, 2012

Page 2

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: July 16, 2012

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2012 JUL 31 AM 11:41

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
June 18, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chair
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

Bob Kelly-Public Celebrations Committee, Country Fair

Mr. Kelly wished to recognize Walter Hedlund and Trish Dzuris for their assistance with this year's program, which was summarized.

Parade Committee-Plans for July 4th

No one was present from this committee.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

Susan Gates-Chelmsford Center for the Arts-One Day Beer and Wine License, June 22, 2012

Mrs. Gates announced the ribbon cutting for the Chelmsford Center of the Arts at the Center Town Hall would be held on July 3, 2012 at 4:30PM. They will be hosting a 'soft' opening on June 22, for which she is requesting a One Day Beer & Wine License.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to The Chelmsford Center for the Arts to be exercised on the premises at 1A North Rd. for June 22, 2012, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

All Saints Church-One Day Beer and Wine License, June 23, 2012

Darlene Gossemant was present for questions regarding this request for a concert event. Selectman Lane clarified that only 120 tickets were being sold. The capacity of the venue is 180.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to All Saints Episcopal Church for June 23, 2012, to be exercised on the premises at 10 Billerica Rd., for the hours of 7:00PM-11:00PM, with a seating capacity not to exceed 180. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Ani Property, LLC-Transfer of Underground Storage

Jay Patel was present for questions, as he is the new owner of the Petrol Plus Gas Station, 188 Princeton Blvd. There will be no changes to the configuration of the property.

Motion: by Selectman Hanson to approve a Transfer of Underground Storage from PPS Ventures Chelmsford, LLC to Ani Property LLC, to be exercised on the premises at 188 Princeton Blvd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Appointments

North Town Hall Advisory Committee

Motion: by Selectman Hanson to approve the Town Manager's appointments of Paul Harrington and Karen Thorp-Dussourd for 1-year terms, Laura Lee, John Thompson and John Salyards for 2-year terms, and Donna Salyards and Steve Roberts for 3-year terms to the North Town Hall Advisory Committee. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

TREE Committee

Motion: by Selectman Hanson to approve the Town Manager's appointments of Nicole Gead, Cathy Jewell, Anna Mullane, Andrew Silinsh and John Coppinger, to the TREE Committee. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Mr. Cohen noted that Mr. Coppinger was chosen for his assistance in helping Lowell become a "Tree City".

Varney Playground Master Plan Committee

Motion: by Selectman Hanson to approve the Town Manager's appointments of Bernard Battle, William J. Gilet Jr., Donna Curran Salyards, Gary Persichetti, Trish Dzuris, and Evan Belansky to the Varney Playground Master Plan Committee. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

A seventh member will be determined.

Annual Appointments

Motion: by Selectman Hanson to approve the Town Manager's appointment of 3 members to the Board of Appeals, 1 member to the Arts and Technology Education Fund, 1 member to the Board of Assessors, 2 members to the Bicycle and Pedestrian Advisory Committee, 1 member to the Community Preservation Fund Committee, 1 member to the Conservation Commission, 2 members to the Council on Aging, 2 members to the Cultural Council, 4 members to the Disabilities Commission, 1 member to the Energy Conservation Committee, 1 Fence Viewer, 6 members to the Historic and Cultural Plan Committee, 1 member to the Historical Commission, 2 members to the Master Plan Implementation Steering Committee, 4 members to the Recycling

Committee, and 1 member to the Sign Advisory Committee with terms as listed, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Board of Selectmen Appointments

Center Village Master Plan Committee

Motion: by Selectman Hanson that the Board of Selectmen appoint Brian Milisci (property owner) and Jack Handley (business owner) to the Center Village Master Plan Committee. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Board members wrote down their choices for the two citizen representatives to this committee. Mr. Cohen tallied the votes.

Motion: by Selectman Hanson that the Board of Selectmen appoint Peggy Dunn and Jonathan Moore as Citizen Representatives to the Center Village Master Plan Committee. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectman Dixon nominated Selectman Lane as the Board of Selectmen appointee to this committee. The nomination was seconded by Selectman Hanson, and accepted by Selectman Lane.

Motion: by Selectman Hanson that the Board of Selectmen appoint Selectman Lane as the Board of Selectmen representative to the Center Village Master Plan Committee. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson that the Board of Selectmen appoint Ann McGuigan as Planning Board Representative and Kathleen Howe as Historic District Commission Representative to the Center Village Master Plan Committee. Ms. Howe's appointment is contingent on confirmation by the Historic District Commission's vote on the matter. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Continuation of Public Hearing: All Alcohol License-Yanagi Sushi, 83 Parkhurst Rd.

Kevin Shi was present for questions regarding this application. There were no further questions from the Board or the audience.

Motion: by Selectman Hanson to close the Public Hearing for Yanagi Sushi. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve an All Alcoholic Restaurant and Entertainment License to Shi Sushi, Inc., d/b/a Yanagi Sushi, to be exercised on the premises at 83 Parkhurst Rd., Unit 1, contingent upon the following: Final inspections from the Building Dept., Board of Health, and Fire Dept. The hours of operation will be Monday-Saturday: 11:00AM-1:00AM, Sundays: 12 noon-1:00AM. Seating Capacity is 50. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Continuation of Public Hearing: Alteration of Premises-American Legion

Police Chief Jim Murphy came forward. After the concerns raised at the previous meeting, he met with Mr. Cohen, and viewed the meeting. The Police Department monitors all calls, and had there been a problem with this location, the Board would have been made aware of it. There have been 9 calls for service at this location since 2009, 4 of them were in 2012. The Chief met with Mr. Edward O'Neil,

Manager of the America Legion, to discuss parking. The lot will be striped after the Town marks the roadway on Willis Drive. Residents were encouraged to always report any suspicious activity. Regarding the noise complaints, there was one incident involving a DJ at 10:55PM, and another at 2PM involving a live band. All parties were cooperative during both incidents. There was one accident involving a bicyclist and a motor vehicle.

Building Commissioner Mark Dupell provided a report based on issues brought up at the last meeting. He agreed some issues, such as parking requirements, are grandfathered because the building was built in 1956. There are plenty of exits for the current occupant load. The prior Fire Chief made the decision not to require sprinklers, and Mr. Dupell is comfortable with that decision. The smoking area needs to be addressed by the Board of Health. The 'smoking hut' is ventilated, and he has no concerns with it. Selectman Wojtas asked how many parking spaces exist in the lot, and Mr. Dupell explained there is no number available. Regarding the issue with the sign, a section of the bylaw, 195-108 was read into the record. Mr. Dupell stated that Mr. Spinazola received all documents that he requested, and he (Dupell) never said a flag had to be taken down. Mr. Dupell requested a formal apology from Mr. Spinazola.

Ralph Hickey, ADA Coordinator, visited this hall on three occasions. He agrees with the Building Inspector that the renovations are less than 1/3 of the building's value. A hand rail has been ordered, and the bathrooms are being changed to be fully accessible. Two handicapped parking spaces will be sufficient for a parking lot of this size. Mr. Hickey felt the Legion members are trying to comply with the law as best they can.

Gary Ryan, Fire Department Deputy Chief, explained he completed his inspection, and he read off the list of concerns he noted. He agreed the parking plan needs to be addressed. No occupancy issues have been noted to date.

No further comments or questions were presented.

Motion: by Selectman Hanson to close the Public Hearing for the American Legion. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectman Lane requested a change to the wording of the draft motion, which is included in the following Motion.

Motion: by Selectman Hanson to approve an Alteration of Premises for the American Legion to be exercised on the premises at 90 Groton Road contingent upon compliance with all final inspections as specified by Departmental letters received to date. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectman Wojtas encouraged all residents with issues with any establishment to call the Police or the Town Manager's office.

The Big Kahuna-Business Name/Keno License

Mark Bastien and Rick Dupuis were present for questions regarding the application for a Keno License under the name of Center Ice Pub. Chairman Kurland advised them there is no license under the name of Center Ice Pub. Mr. Dupuis explained the paperwork was filed as a d/b/a, and was filed with the stock transfer under TBK. Selectman Wojtas advised the d/b/a application had been withdrawn previously. Mr. Dupuis stated he was not aware of this. Selectman Dixon explained that because they (Mr. Bastien and Mr. Dupuis) never appeared at any prior meetings, nothing happened with the application. Mr. Cohen advised the applicant must meet with Marian Currier to complete all required paperwork. Mr. Dupuis

explained they are working with the property owner on a number of issues with the paperwork. Ms. Currier will be contacting the ABCC regarding this matter.

Motion: by Selectman Hanson to request the Lottery Commission to delay awarding a Keno License for Center Ice Pub until all required paperwork is filed and accepted by this Board. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Sam Chase-Special Municipal Employee Designation for Board of Assessors

Mr. Chase, Chairman of the Board of Assessors, explained this request is being made so that a member of this Board may represent residents of Chelmsford as an attorney in front of other Town Boards. Information was provided to show how other municipalities have handled such requests, to allow interested people with certain expertise to voluntarily serve on Town Boards. The Board of Assessors is a group that relies heavily on people with specialized talents to serve its function to the Town. The Board of Assessors is requesting the Special Municipal Employee Designation. The Board of Assessors does not wish to lose this particular member because of his specialty, and because replacing him would be difficult and could take years. The member is aware of the proper disclosures he would be required to make under the current Code of Ethics State Mandate for Municipal Employees.

Selectman Wojtas stated she was opposed to this request. The board member's work representing clients could affect how land is valued. Chairman Kurland disagreed, stating this Board had a lengthy opening that could not be filled, and having an attorney on this board is indispensable. Mr. Chase advised that the member in question could recuse himself from votes in situations like Selectman Wojtas described. Selectman Lane was not comfortable in setting a precedent in this situation. The member could continue to represent clients in other communities. Selectman Hanson felt the Board of Selectmen was not ready for allowing this status for any Board or Commission, and the only fair way to do it would be to allow it for all Boards and Commissions. Selectman Dixon advised he has voted against this provision on previous occasions, and he is prepared to vote against it again. Mr. Chase felt the request was reasonable, and is being made in the best long term interest of the Town.

Motion: by Selectman Hanson that the Board of Selectmen not approve the request of the Board of Assessors to be granted Special Municipal Employee Designation. Seconded by Selectman Wojtas. Chairman Kurland opposed, all others in favor. **Motion carries.**

Board of Selectmen Annual Appointments

A clarification was made that the Board of Registrars term for Thomas Fall is a 3-year term.

Selectman Wojtas clarified that the Military Community Covenant Task Force appointments for Eliane Consalvo and Lisa Devine should be on the Board of Selectmen appointment list, not the Town Manager appointment list.

Motion: by Selectman Hanson to approve the Board of Selectmen appointments for Glenn Kohl & Charles Wojtas to the Agricultural Commission for 3-year terms. Seconded by Selectman Lane. Selectman Wojtas abstained, all others in favor. **Motion carries.**

Motion: by Selectman Hanson to approve the Board of Selectmen appointments of 2 members of the Capital Planning Committee, 2 members for the Personnel Board, 3 members of the Public Celebrations Committee, Town Counsel, and 5 members to the Housing Advisory Committee. Seconded by Selectman Wojtas. Selectman Dixon abstained from voting on the Housing Advisory Committee, all others are in favor of all appointments. **Motion carries.**

Town Manager Reports

Bond Rating and Bond Sale

The Town's Standard and Poor's Credit Bond Rating improved from AA- to AA. Concern about pension liabilities was noted.

Status of Center Underground Utility Project

As of June 13, most of the work in public ways was completed. Road striping should be completed this evening. National Grid is estimating that connections should be completed by the end of October. FIOS and Comcast connections should be complete by the end of fall. Verizon has not responded with a timetable, as the company wishes to have all its funding available before doing the work. There may be a need to have Town Counsel contact them to discuss further. Chairman Kurland wished to have more information regarding how the collected funds by Verizon were spent on this project. Mr. Cohen explained the project has had a number of re-designs, and costs are exceeding what was originally forecast.

Road and Sidewalk Projects

A list of roads to be re-surfaced, and sidewalks to be installed was read into the record.

Census Non-respondents

The Town Clerk will begin mailing non-respondent cards next week. Residents were reminded that failure to return census information will cause delays when it comes time to vote.

Meeting Minutes

Regular Meeting Minutes-May 7, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of May 7, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Special Meeting Minutes-June 8, 2012

Motion: by Selectman Hanson to approve the Special Meeting Minutes of June 8, 2012 as presented. Seconded by Selectman Wojtas. Selectman Hanson abstained, all others in favor. **Motion carries.**

Special Meeting Minutes-June 13, 2012

Motion: by Selectman Hanson to approve the Special Meeting Minutes of June 13, 2012. Seconded by Selectman Wojtas. Selectman Hanson abstained, all others in favor. **Motion carries.**

Unscheduled Business

Sustainable Water Management Initiative (SWMI)

The latest update on this initiative is that the Water Districts and Legislators have agreed that this initiative, as currently written, may have detrimental effects to water takers in the Town of Chelmsford.

Motion: by Selectman Hanson that the Board of Selectmen send a letter opposing the proposed Sustainable Water Management Initiative (SWMI), in its current form. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager's Performance Appraisal

Selectman Lane summarized the Town Managers previous goals that were accomplished, as well as other goals that were accomplished. Next year's goals were also listed. Selectman Wojtas advised she does not support the hiring of an Assistant Town Manager, as Mr. Cohen's staff does a very good job, and this position has not been discussed by the Board as a whole. Chairman Kurland advised this was a way to address a potential long-term unexpected absence. Mr. Cohen felt that this was not the right time to pursue this as a goal. He would prefer to hire additional police officers for traffic safety and enforcement. He is not planning on leaving his position, and he is always reachable via cell phone. Selectman Hanson suggested this goal be delayed for another year. Selectman Lane felt that due to the reconfiguration of several departments and other operational improvements, the new position could be included in the budget.

Motion: by Selectman Hanson to approve the four goals for the Town Manager as presented. Seconded by Selectman Lane. Selectman Wojtas opposed, all others in favor. **Motion carries.**

All Board members agreed that the Town Manager consistently exceeds expected level of performance on the overall performance evaluation, and various examples were provided.

Motion: By Selectman Hanson to approve the Town Manager's FY12 Performance Evaluation with the rating of "Consistently exceeds expected level of performance". Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

- The Varney Park Public Input Session was very productive.
- Over 300 people participated in the Byam School Field Day.
- The ribbon-cutting ceremony for the Chelmsford Center for the Arts will be held on July 3, 2012, at 4:30PM.
- The Zoning Bylaw Review Committee has narrowed their search for a consultant down to 3 firms. Interviews of these firms are being scheduled.

Selectman Wojtas:

- The Library is holding a book drop-off opportunity on Saturday, June 23, 2012.
- The Chelmsford Elks conducted a Flag Day ceremony on June 14, 2012. Residents were encouraged to attend these events.
- The last day of public school in Chelmsford will be June 21, 2012-this coming Thursday.
- The Military Community Covenant welcomes home Corporal Alex Caron.

Selectman Dixon:

- Best wishes were given to Raye LeGrande, who will be retiring at the end of June.

Selectman Hanson:

- There will be no office hours this Thursday, as the Selectman will be in Washington DC for a conference.

Chairman Kurland:

- Office Hours will be held at the Java Room on Saturday, July 7, 2012, starting at 9AM.
- There will be a blood drive at Kohl's on Saturday, June 23, 2012 starting at 9AM.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Hanson at 10:00PM to enter into Executive Session, not to return to Regular Session, for the purpose of discussing Strategies with respect to negotiations with non-union personnel. Seconded by Selectman Wojtas.

Roll Call Vote:

Selectman Lane: Aye
Selectman Wojtas: Aye
Selectman Dixon: Aye
Selectman Hanson: Aye
Chairman Kurland: Aye

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- 2012 Fourth of July Program
- List of Committee Vacancies
- Supporting documents for One Day Beer & Wine License for Chelmsford Center for the Arts
- Supporting Documents for All Saints One Day Beer & Wine License
- Supporting documents for Ani Property Transfer of Underground Storage
- Memo of May 31, 2012 regarding the North Chelmsford Town Hall Advisory Committee
- Section 161-4 regarding establishment of a TREE Committee
- Applications for the TREE Committee
- Committee applications for Varney Park Master Plan Committee
- List of Annual Town Manager Appointments
- Committee applications for the Center Village Master Plan Committee
- Supporting documents for Yanagi Sushi
- Supporting documents for American Legion
- Supporting documents for The Big Kahuna/Center Ice Pub
- Memo of May 29 regarding designation of Special Municipal Employee Status, and supporting documents
- List of Board of Selectmen Appointments
- Standard and Poor's Summary for the Town of Chelmsford
- Minutes of June 7, 2012 meeting regarding Underground Utility Project
- Memo of June 14, 2012 regarding road resurfacing and sidewalk Projects
- Draft Minutes of May 7, 2012, June 8, 2012 and June 13, 2012
- Letter of June 13, 2012 regarding SWMI
- Town Manager's performance review for FY12

Approved and released 7/16/2012

**TOWN OF CHELMSFORD
BOARD OF SELECTMEN MINUTES – Executive Session
Monday, June 18, 2012
Town Offices
Chelmsford, MA 01824**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
George Dixon Jr., Selectman
James Lane, Selectman

Paul Cohen, Town Manager

Town Manager Compensation

The Town Manager indicated that he felt it would be fair for him to receive the same raise in salary as other employees in Town (2.5%), which would bring his salary to \$152,172 per year. He asked for no other consideration.

Motion: by Selectman Hanson to increase the Town Manager's annual salary from \$148,480 to \$152,172 per year. Seconded by Selectman Wojtas.

Roll call vote:

**Selectman Dixon: Aye
Selectman Lane: Aye
Selectman Wojtas: Aye
Selectman Hanson: Aye
Chairman Kurland: Aye**

Adjournment:

Motion: by Selectman Hanson to adjourn at 10:15PM. Seconded by Selectman Wojtas.

Roll call vote:

**Selectman Dixon: Aye
Selectman Lane: Aye
Selectman Wojtas: Aye
Selectman Hanson: Aye
Chairman Kurland: Aye**

Respectfully submitted,

Pat Wojtas, Selectman Clerk



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
June 25, 2012
Town Offices 50 Billerica Rd.

RECEIVED

2012 JUN 21 PM 3:41

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7:00 PM Call to Order

Scheduled Business

7:00 PM Public Dog Hearing: Pit Bull, Mocha owned by Yvonne Lee 10B Clover Hill Drive
Approve Borrowing for Fire Station and Capital Improvement Plan
Center Village Master Plan Mission Statement

Next Regular Meeting: July 9, 2012

wrong July 16

RECEIVED

SEP 11 1961

U.S. DEPT. OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D.C.

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Special Meeting MINUTES
June 25, 2012**

RECEIVED
2012 AUG 28 AM 11:16
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chair
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Scheduled Business

Public Dog Hearing: Pit Bull, (Mocha) owned by Yvonne Lee 10B Clover Hill Drive

Those testifying in this matter were sworn in by Chairman Kurland. Animal Control Officer Erik Merrill stated the dog in question has bitten two individuals without provocation within a short period of time (six weeks). One individual was severely injured and required stitches and was not present. The other victim also required stitches and was present. Officer Merrill felt this dog is not controlled in an effective manner, and the Mass. General Law discussing vicious dogs was read into the record. Ms. Lee came forward and she stated that during the second incident, she had come home from work, paid a man that had done some tree work and thought he and his workers had left her property before she let her dog out into her back yard. She was not aware a worker was still in the yard. The first incident involved a neighbor she'd asked to walk the dog while they were on vacation, and the dog bit the neighbor when she entered the house. Frank Carideo, who lives at the same address, stated he has owned the dog for seven years, and was not aware of an unrelated incident where a different neighbor was chased.

Warning signs on the property about the dog have not been installed yet. Ms. Lee and Mr. Carideo previously resided in Winthrop, and stated there were no incidents involving this dog in that community. Both owners acknowledged the dog is not friendly to strangers, and they have worked with several specialists trying to socialize the dog. The owners denied there were any incidents in the Town of Burlington.

Rose Marchand, 6 Clover Hill Dr., came forward to explain she had an agreement with Ms. Lee to see the dog, and she called prior to visiting the home. Mrs. Marchand had previously caught the dog when he was running loose after a snowstorm, without incident. She had met the dog on a couple of occasions. On the day she was bitten she received seven stitches on her hand. Mr. Carideo told her the dog had bitten people previously, and she was told by a different trainer that this dog had bitten four other people. Mrs. Marchand stated she has owned a pit bull, and one dog in particular with behavior issues took a long time to train. Mrs. Marchand admitted she was not comfortable returning to this home. She was aware that a neighbor at 5 Clover Hill Dr. had been chased by this dog.

Mr. Carideo admitted the dog had escaped during a snowstorm by jumping over a fence, but he did not leave their property. The dog is protective of his property, and he plans on installing a higher fence. Ms. Lee stated she knows this dog will attack. The dog was neutered several months ago, and a trainer works with him every two weeks. Mr. Carideo stated that Ms. Green, the second victim, has recovered from her injuries. Officer Merrill described Ms. Green's injuries as severe, with potential broken bones, and multiple lacerations and punctures. Mr. Carideo stated the trainer told him the dog bites out of fear, not aggression. He did not wish to have his dog euthanized over two incidents.

Selectman Wojtas did not support having the dog removed because it appears the owners are trying to work with his behavior. Chairman Kurland was very concerned over what would happen if the dog escaped from his home or a car and attacked a child. Selectman Lane supported removing the dog, as it has attacked twice without provocation. Chairman Kurland asked if the dog could be temperament tested as has been done in other dog hearing situations, and Mr. Carideo agreed to have the dog tested. Chairman Kurland explained that if the dog was deemed to be aggressive, he would need to be removed from Town. If the dog was not deemed to be aggressive, he would need to be muzzled whenever he was not in the owners' house, and the yard would be required to be adequately fenced, with signage posted. Mr. Carideo conceded that if there were to be another incident, he would have the dog euthanized.

Bob Joyce, 103 Turnpike Rd., asked to be sworn in to testify, which was allowed. Mr. Joyce described an incident where his pit bull chewed through a fence and escaped, so he installed a run. He asked that the owners of this dog be given a chance to make modifications and continue with additional training. Officer Merrill agreed some pit bulls are great pets, however, after seven years of training, this dog is still acting aggressively. Selectman Lane did not wish to see a third incident, and Selectman Hanson noted both attacks occurred at the owner's home, with the owner present. Chairman Kurland was not comfortable just moving the dog to another town. The Board discussed a number of different conditions, regarding fencing, muzzling, testing and euthanasia.

Motion: by Selectman Wojtas that Mocha the Pit Bull be muzzled and confined to his home at 10B Clover Hill Dr., warning signs be posted about the dog, and that the dog be temperament tested by Lowell Humane Society. This hearing would be continued to July 16, 2012 at 7:30PM to discuss the outcome of the test. Seconded by Selectman Dixon. Selectmen Lane and Hanson opposed, all others in favor. **Motion carries, 3-2.**

Chairman Kurland explained to Ms. Lee and Mr. Carideo that if the dog is deemed aggressive, the Board could vote to order him euthanized.

Approve Borrowing for Fire Headquarters and Capital Improvement Plan

John Sousa, Treasurer, came forward to explain that proceeds from the auction of certain bonds would be used to fund the new Fire Station Headquarters, and pay for FY13's capital improvement budget. The Town's favorable rating helped keep interest rates lower. Other bonds will be re-financed at a lower interest rate as well.

Motion: by Selectman Hanson that the Board of Selectmen approve the sale of \$9,396,161.00 of General Obligation Municipal Purpose Loan Bonds of 2012 dated July 1, 2012 to the low bidder, Robert W. Baird & Co. of Milwaukee, WI, in accordance with the terms of their bid and a Total Interest Cost of 2.323%. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Jim Pinder, 118 Robin Hill Road, wished to ask questions about how this meeting was posted. Chairman Kurland advised he was out of order, and noted that the meeting was posted publically, outside the Town Offices and online.

Motion: by Selectman Hanson, that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the \$657,000.00 borrowing authorized by the vote of the Town passed April 30, 2012 (Article 9) is hereby determined pursuant to G.L. c.44, ss7(9) to be as follows:

<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
Automated License Plate Readers	\$40,000.00	6 years
Digital Radio Upgrade	\$112,000.00	6 years
Sander Truck Replacement	\$180,000.00	6 years
One Ton Dump Truck Replacement	\$45,000.00	6 years
6-Wheel Truck Cab & Chassis	\$160,000.00	6 years
Pick-up Truck Replacement	\$20,000.00	6 years
Motor Pool Hybrid Vehicles	\$100,000.00	6 years

Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Center Village Master Plan Mission Statement

Selectman Lane explained this statement would be used to begin the Center Village Master Plan process, and the Goals of the Committee were read into the record. It was noted two other studies for housing and pedestrian traffic for the same area of Town were awaiting grant funding.

Bob Joyce requested to ask a question; Chairman Kurland denied the request.

Motion: by Selectman Hanson to approve the Mission Statement of the Center Village Master Plan Committee as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 8:15PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Draft Center Village Committee Mission Statement
- Supporting Documents for Dog Hearing, Yvonne Lee
- Supporting documents for Municipal General Obligation Bonds

JULY

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday July 16, 2012 Time: 7:00 pm

Location: Town Offices Room Number: 204

Name of Building

50 Bellflower Rd

Street Address

Corinne R. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

July 16, 2012 7/19/12

RECEIVED

2012 JUL -9 AM 10: 59

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday July 30, 2012

Time:

7:00 pm

Location:

Town Offices

Room Number:

204

Name of Building

50 Bellevue Rd

Street Address

Quinn J. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

T. Dwyer 7/10/12

RECEIVED

2012 JUL 13 PM 1:39

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

July 16, 2012

Town Offices 50 Billerica Rd.

RECEIVED

2012 JUL 12 PM 1:44

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7:00 p.m. Call to Order - Notification of live cablecast

Public Service Announcements

- Deadline for Citizen Petitions for Fall Town Meeting - August 6 at 4 PM

Open Session

Committee Vacancies

Scheduled Business

- Big Kahuna, 5 Courthouse Lane - Change of corporate name, Keno License
 - Sweet Kiwi Frozen Yogurt, 7 Summer Street Unit 6 - Common Victualer License
- 7:30 p.m. • Continuation of Dog Hearing: "Mocha" owned by Yvonne Yee

Town Manager Bid Awards

- a) Flooring Parker Middle School
- b) Fire Headquarters Project Manager
- c) Fire Headquarters Architect and Engineering Firm
- d) Towing Contract

Town Manager Appointments

- a) Bicycle & Pedestrian Advisory Committee
- b) Board of Assessors
- c) Historical and Cultural Plan Committee - Dennis Ready - HDC Rep
- d) Neighborhood Representative to Permanent Building Committee for Fire Headquarters

Town Manager Reports

List of Qualified Officers

Meeting Minutes

- a) Work Session Minutes - May 21, 2012
- b) Regular Meeting Minutes - May 21, 2012
- c) Regular Meeting Minutes - June 4, 2012
- d) Executive Session Meeting Minutes - June 18, 2012

Unscheduled Business

- a) Underground Utility Project Update
- b) Billboard Update
- c) Home Rule Petition - 17 year old voting
- d) Policies for First Reading
 - o Package Store License Approval
 - o Advertising a Public Hearing
 - o Flags Protocol
 - o Political Speech

B.O.S. Meeting Agenda

July 16, 2012

Page 2

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

•

Next Regular Meeting: July 30, 2012

Approved 8/13/2012

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 JAN 29 PM 4:19

TOWN OF CHELMSFORD
CHIEF OF POLICE

**Regular Meeting MINUTES
July 16, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chair
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

Deadline for Citizen Petitions for Fall Town Meeting-August 6, 2012 at 4:00PM

Mr. Cohen reminded residents of this deadline, as well as an announcement from the Town Clerk that absentee ballots are available for the September 6th State Primary Election. Interested people can contact the Town Clerk's office with questions.

Open Session

Lynn Marcella spoke on behalf of the Chelmsford Parade Committee to thank everyone for coming to the parade, as well as the participants and sponsors. The float contest and raffle winners were announced and congratulated.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

Big Kahuna, 5 Courthouse Lane-Change of Corporate Name, Keno License

No one was present from this establishment.

Sweet Kiwi Frozen Yogurt, 7 Summer St., Unit 6-Common Victualer License

Tuyen Truong was present for questions. Selectman Lane noted 20 seats were listed on the application; however, the floor plan shows more seats. Mr. Truong advised 20 seats are being used now, he would return if more seating is needed in the future.

Motion: by Selectman Hanson to approve a Common Victualer License to Green Leaf, Inc. d/b/a Sweet Kiwi Frozen Yogurt, to be exercised on the premises at 7 Summer St., Unit 6, with a seating capacity of 20. Hours of Operation: 11:00AM-10:00PM Sunday through Thursday, and 11:00AM-11:00PM Friday and Saturday. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Bid Awards

Flooring for Parker Middle School

Three bids were received for this project.

Motion: by Selectman Hanson to approve the Town Manager's Bid Award for flooring for Parker Middle School to Cris Contractors from Fryeburg, ME in an amount not to exceed \$76,352.00. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Fire Headquarters Project Manager

Pat Maloney, Co-Chair of the Permanent Building Committee, announced 11 responses were received for this proposal. Only two companies had experience with Fire Departments. The Town has previously done business with the company chosen.

Motion: by Selectman Hanson that the Board of Selectmen approve the Town Manager's Bid Award for Owner's Project Management (OPM) Services for the new Chelmsford Fire Headquarters project to Vertex Construction Services, Inc. of Weymouth, MA in an amount not to exceed \$245,000.00. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Fire Headquarters Architect and Engineering Firm

Mr. Maloney explained the contractors used for the feasibility study were chosen based on previous experience and their credentials, as well as their familiarity with the project.

Motion: by Selectman Hanson that the Board of Selectmen approve the Town Manager's bid award for Architect and Engineering Services for the new Fire Headquarters to Weston & Sampson, and HTK Architectural Services, Inc. in an amount not to exceed \$468,000.00 for design and special services, \$53,000.00 for review services, and \$154,000.00 for other services, for a total of \$690,000.00. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Mr. Maloney stated he expects the design phase to be completed in 5-6 months, the bids to be requested by the end of the year, and a potential completion date for the project of June, 2014.

Towing Contract

The current vendor has sent a request for extending the current contract for two years, with a 10% increase in fees paid to the Town. A review with Chief Murphy has indicated no issues with the current towing provider. Mr. Cohen requested to be allowed to grant the two year extension, and go out for a new bid in 2015. Selectman Wojtas requested the extension be denied, and that the contract be bid out as usual, for a three year period. The current contract is still good for one year. Selectmen Hanson, Kurland and Lane were in favor of granting the extension, based on there being no public safety issues with this provider. Mary Jo Glynn, owner of Ferreira's Towing, came forward to request that her attorney be allowed to speak at 7:30PM. Chairman Kurland did not grant the request.

Motion: by Selectman Hanson that the Board of Selectmen approve the two year extension of the current towing contract to Christopher's Towing, for a term to expire June 30, 2015. Seconded by Selectman Lane. Selectman Wojtas opposed, all others in favor. **Motion carries, 4-1.**

Big Kahuna, 5 Courthouse Lane-Change of Corporate Name, Keno License

A second call was made for this applicant; no one was present from this establishment.

Town Manager Appointments

Bicycle and Pedestrian Advisory Committee

Motion: by Selectman Hanson to approve the Town Manager's appointment of Carol Grueneich to the Bicycle and Pedestrian Advisory Committee for a term to expire June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Board of Assessors

Motion: by Selectman Hanson to approve the Town Manager's appointment of Elissa F. Magnant to the Board of Assessors for a term to expire June 30, 2015. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Historical and Cultural Plan Committee-Dennis Ready, HDC Rep.

Motion: by Selectman Hanson to approve the Town Manager's appointment of Dennis Ready to the Historic and Cultural Plan Committee as Representative of the Historic District Commission for a term to expire June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Neighborhood Representatives to Permanent Building Committee for Fire Headquarters

Motion: by Selectman Hanson to approve the Town Manager's appointment of Joanne Besonen and Kathleen Murphy as neighborhood representatives and non-voting members to the Permanent Building Committee for the Fire Headquarters Project. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Continuation of Dog Hearing: "Mocha" owned by Yvonne Lee

Animal Control Officer Erik Merrill and Attorney Tim Golden, representing Yvonne Lee and Frank Carideo, were present for this hearing. Officer Merrill read a letter from Jill O'Connell, Director of the Lowell Humane Society, into the record. Also received were an additional police report from 10A Clover Hill Drive, and three reports from the Revere Police Department where three other people were bitten. Selectman Dixon advised he received communication from another neighbor on Clover Hill Drive.

Atty. Golden maintained that all of the people that were bitten by this dog were trespassers. Legal action is pending against his clients by the Greens. The dog has been euthanized, and written proof from Banfield Veterinary Services was provided to the Board. Atty. Golden requested that all pending citations be waived.

Officer Merrill explained the current outstanding violations are for a second dog owned by Ms. Lee, not Mocha. Atty. Golden withdrew his request.

Selectman Lane requested that a copy of the euthanization paperwork be provided to the Board, as a permanent record.

Motion: by Selectman Hanson to close the Dog Hearing for Yvonne Lee, 10B Clover Hill Drive, based on testimony that the dog has been euthanized. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Big Kahuna, 5 Courthouse Lane-Change of Corporate Name, Keno License

A third call was made for this applicant. No one was present from this establishment. Selectman Wojtas requested the matter be postponed, as the applicant was requested to appear.

Motion: by Selectman Hanson to defer action on The Big Kahuna to a future meeting To Be Determined, and to notify the Lottery Commission accordingly. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

List of Qualified Officers

Mr. Cohen is required to submit this list annually, and the list was read into the record.

General Update

The Fiscal Year closed at the end of June. The Town Accountant has noted no budgetary issues, and no transfer of funds will be needed. A balance sheet will be completed by the end of August, and an audit report will be completed by the late fall or early winter. At this time, all budgets appear to be on track to close out with no deficits.

Meeting Minutes

Work Session Minutes-May 21, 2012

Motion: by Selectman Hanson to approve the Work Session Meeting Minutes of May 21, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Regular Meeting Minutes-May 21, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of May 21, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Regular Meeting Minutes-June 4, 2011

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of June 4, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Executive Session Meeting Minutes-June 18, 2012

Motion: by Selectman Hanson to approve and release the Executive Session Meeting Minutes of June 18, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

Underground Utility Project Update

Chairman Kurland and Mr. Cohen met with legislators and utility representatives in Boston to discuss Verizon's decision to not move forward with this project. Verizon estimates it will be nine years before they will be able to remove the above ground lines, stating they have already exceeded their budget by \$700,000.00. Verizon will not do additional work until they have collected the funds necessary to pay for it. Because the project was bid under Chapter 66 Section 22E, the Town has no control over the project. All control is by the utility companies. A similar situation is in place for the Town of North Andover. Representative Atkins is requesting an audit of Verizon's records through the Attorney General's office, and the State has agreed to appoint an Inspector General who will be involved in the process. Verizon is requesting the Town front the balance necessary to complete the project. Chairman Kurland felt this was not a municipal obligation, and that the Verizon representatives do not see this as a priority because this project will not generate additional income for them. Verizon was not able to provide an estimate of how much it would cost to complete their part of the project. Selectman Lane suggested sending a letter to

Verizon's CEO in New Jersey to see if anything could be done to resolve the issue in a more timely manner.

Billboard Update

A site visit was completed last Tuesday, and measurements were taken. A presentation provided by the DECA club at Chelmsford High was very helpful. The billboard application was denied based on federal guidelines requiring at least two businesses within a 500 foot zone, and public zoning being in place. An appeal has been filed. A decision is expected by the end of August. At this time, expenses are being paid by the billboard company.

Home Rule Petition-17 Year Old Voting

Selectman Hanson requested feedback on filing a Home Rule Petition at Fall Town Meeting to allow 17-year old residents to vote in municipal elections. Other communities nationwide are considering similar measures as a way to get more people involved in the political process.

Other

At this time, Atty. Douglas Hausler requested a Point of Order to speak regarding the Towing contract. Chairman Kurland denied the request, stating the vote has already been taken.

Policies for First Reading

Package Store License approval

Changes to the policy were read into the record for mixed use package store licenses. Chairman Kurland had concerns on how the second paragraph would be enforced in 24-hour stores. Selectman Dixon was concerned about enforcement issues raised by Chief Murphy on previous license applications, and suggested that a minimum percent of sales for alcohol products be included in the policy. Selectman Lane felt the policy changes as written is too subjective, and suggested decisions be based on square footage rather than percent of sales. Selectman Hanson felt the policy changes as written are more stringent, and he did not agree with the concerns raised. The sub-committee will continue to work on this policy.

Advertising a Public Hearing

Selectman Wojtas explained the purpose of this policy is to make the publishing of legal notices more uniform by requiring all of them to be in one publication, specifically the Chelmsford Independent newspaper. Chairman Kurland disagreed, stating it was not fair to create an inconvenience for an applicant, whose application could be delayed because of publication dates. Expense was also a consideration. Selectman Wojtas agreed to withdraw this policy request.

Flags Protocol

This policy was suggested to clarify when flags should be lowered to half staff. Mr. Cohen explained the general policy for lowering the flag, as currently followed. Several edits to the proposed policy were suggested.

Political Speech

This policy is being proposed to eliminate the traditional practice of allowing Board of Selectmen candidates to introduce themselves during the open session of a Regular Board meeting. Selectman Lane opposed the policy. Chairman Kurland objected to the intention of the policy, but agreed that some limits could be placed on political speech at Board meetings.

Selectmen Liaison Reports and Referrals

Selectman Lane:

- Residents were reminded the Farmers Market is being held on the Town Common on Thursdays from 2-6PM.
- The first Center Village Master Plan Meeting has been held. The next one will be July 31, 2012, and following meetings will occur on the second and fourth Tuesdays of the next few months.
- Orion Paul was congratulated for the successful installation of six workout stations at Roberts Field as his Eagle Scout Project.

Selectman Wojtas:

- A public meeting for the Drum Hill-Rourke Bridge corridor study will be held on Tuesday, June 17, 2012 at the Lowell General Hospital auditorium.
- There will be book drop off opportunities at the Library on Wednesday, July 18 from 2-4PM, and Saturday July 22 from 9AM-12PM.
- There will be free concerts at MacKay Library on Wednesdays from July 18 to August 15, starting at 6:30PM.

Selectman Dixon:

- The two new neighborhood members of the Permanent Building Committee were thanked for their commitment to the new Fire Headquarters project.

Selectman Hanson:

- Residents were reminded to register to vote.
- Office hours will be held on Thursday from 5-6PM at the Java Room.
- Additional policies are being considered by the Policy Sub-committee, and will be presented to the Board at a later date.

Chairman Kurland:

- The Parade Committee was thanked for their efforts in organizing the July 4th Parade and Country Fair.
- The Permanent Building Committee and the Chelmsford Center for the Arts members were thanked for their efforts with the Old Town Hall.
- Office hours will be held on July 28 at the Java Room starting at 9AM, instead of August 4.

Press Questions

No one came forward at this time.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 9:20PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Public Notice, deadline for Citizen Petitions for Fall 2012 Annual Town Meeting
- List of Committee Vacancies
- Supporting Documents for Sweet Kiwi Frozen Yogurt
- Supporting documents/memos for Town Manager's bid awards
- Christopher's Towing request for contact extension

Approved 8/13/2012

- Committee Applications
- Supporting documents for Yvonne Lee's Dog Hearing
- Supporting documents for Big Kahuna
- List of Qualified Officers
- Draft meeting minutes-4 sets
- Supporting documents for Chelmsford Center Underground Utility Project
- Memo of July 10, 2012 regarding Home Rule Petition
- Draft policies for First Reading



CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

July 30, 2012

Town Offices 50 Billerica Rd.

RECEIVED

2012 JUL 26 PM 1:54

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

Open Session

Committee Vacancies

Scheduled Business

- One Day Licenses – Saint Vartanantz
- Big Kahuna, 5 Courthouse Lane - Change of DBA name

Town Manager Bid Awards

- a) CHS Gym Seating
- b) Zoning Consulting Services

Town Manager Reports

- a)

Board of Selectmen Appointments

- a) Military Community Covenant Task Force

Meeting Minutes

- a) Regular Meeting Minutes – June 18, 2012

Unscheduled Business

- a) Flag Policy – second reading
- b) Four Way Stop at Mansur & Newfield Streets

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

Next Regular Meeting: August 13, 2012

RECEIVED

1013 JUL 28 PM 1:24

10
3

Approved 9/24/2012

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2012 SEP 27 PM 3:07

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
July 30, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

No announcements were made at this time.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

One Day Licenses-St. Vartanantz

No one was present from the church at this time. Discussion tabled.

Public Hearing-Big Kahuna, 5 Courthouse Lane-Change of DBA Name

Mark Bastien was present for questions. Chairman Kurland explained the Board was advised the required paperwork was not in order as of this afternoon. The business certificate had not been notarized as requested. Mr. Bastien was advised to contact the Town Manager's office to rectify the situation.

Town Manager Bid Awards

CHS Gym Seating

Two bids were received for this project. Work will be done in November.

Motion: by Selectman Hanson to approve the Town Manager's bid award for the Purchase and Installation of Telescoping Gym Seating at CHS to C.B. Seating of Somersworth, NH in an amount not to exceed \$95,300.00. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectman Lane requested that future bid awards include information from all bids received for the Board's review.

Zoning Consultant Services

Five proposals were received. The consultant will assist the Zoning Bylaw Review Committee in their work of updating the Town's bylaws to address redevelopment over new development, as recommended by the 2010 Master Plan, and the 2011 Affordable Housing Plan.

Motion: by Selectman Hanson to approve the Town Manager's Bid Award for Zoning Consultant Services to Howard Stein Hudson, in an amount not to exceed \$64,960.00. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

One Day Licenses-St. Vartanantz

Carol Hildebrande was present for questions on five license requests. Chairman Kurland clarified times for several of the event dates.

Motion: by Selectman Hanson to approve five One Day Licenses for Saints Vartanantz Church as follows:

August 5, 2012-Annual Church Picnic-Beer and Wine License-12 noon-6PM

October 3, 2012-Scholarship Golf Tournament-All Alcoholic Beverages License-3:00PM-10:00PM

October 6, 2012-Veterans Scholarship Dinner/Dance-All Alcoholic Beverages License-6:00PM-11:00PM

November 3, 2012-Kevorkian Wedding-All Alcoholic Beverages License-5:00PM-11:00PM

November 9, 2012-Wine/Beer Tasting Event-Beer and Wine License-6:00PM-10:00PM.

Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

Mr. Cohen announced there is an opening on the Finance Committee, expiring June 30, 2013. Interested applicants may contact Town Moderator Richard DeFreitas via telephone or e-mail, or may contact the Town Manager's Office.

Word was received that the Home Rule Petition to allow 10-year leases at Sunny Meadow Farm is on the Governor's desk.

A summary of the Fall Town Meeting deadlines was provided for the public's information.

MassDOT has identified the problem with the Chelmsford St. traffic signals, near the Lowell line, and should have the situation resolved in a week.

Board of Selectmen Appointments

Military Community Covenant Task Force

Motion: by Selectman Hanson to approve the appointment of Dave Curran to the Military Community Covenant Task Force to finish out the unexpired term. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-June 18, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of June 18, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

Flag Policy-Second Reading

The policy was amended as requested at the last meeting.

Motion: by Selectman Hanson to approve the Flag Protocol Policy as amended. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Four Way Stop at Mansur and Newfield Streets

Selectman Wojtas explained this was a 3-way stop near the MacKay Library, and a resident suggested it be made a four-way stop. Mr. Cohen, Mr. Persichetti and Police Chief Murphy agreed, and requested appropriate signage and lines will be installed.

Motion: by Selectman Hanson to approve and authorize the installation of a Four Way Stop intersection be put into effect at the intersection of Newfield, Mansur and Shaw Streets, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

- Christopher Garrahan is the new chairman of the Conservation Commission, and will also be the new conservation representative to the Community Preservation Committee.
- The Center Village Master Plan Committee will meet at 6PM on July 31 for a site walk of the Center Village area, and will meet in Room 204 in the Town Offices afterward for their second meeting.
- A police detail will be present at Varney Playground, and some street and parking area lining is being done to the paved areas. Mr. Cohen added that the park has been quiet since an incident two weeks ago, and the beach is presently closed due to high bacteria counts. More information will be coming regarding potential installation of security cameras.
- Krista Perry, editor of the Chelmsford Patch, was wished well in her next endeavor, as she is leaving Patch.

Selectman Wojtas:

- The Library will host a Zentangle program on July 31, 2012 from 6:30-8PM.
- The first Rourke Bridge-Drum Hill Corridor Study meeting was held last week, at which 50-60 people attended. A website is being set up at www.rourkebridgestudy.com. More information will be forthcoming as it becomes available.

Selectman Dixon:

- The Housing Advisory Board met last week. The Chairman (Ann McGuigan) is requesting the Board confirm that DHCD has certified the Town's housing plan.
- Mr. Cohen advised that mosquito spraying is usually done at the end of August. The Board of Health is monitoring the situation, and has found no issues in Town at this time.
- Chelmsford Police Department was commended for doing a great job at the Varney Park area. A plan for this area is ongoing.
- Krista Perry was wished good luck at her new job.

Selectman Hanson:

- Ms. Perry was wished well, and her work was appreciated.
- Office hours will be held on Thursday at the Java Room, from 5-6PM.

Chairman Kurland:

- Ms. Perry was wished the best, and will be missed.

-August 17, 2012 is the last day one can register to vote in the September State Primary election. Interested residents were encouraged to contact the Town Clerk's office for more information.
-The Stewards of Children will hold four training classes at the Chelmsford Police station Community Room; each will run from 7-9:30PM. The dates will be September 11, October 3, November 1, and December 4, 2012. Interested people may contact Trish Dzuris to register.

Press Questions

No one came forward at this time.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 7:45PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Letter dated July 25, 2012 for the Big Kahuna
- Memo of July 25, 2012 regarding telescoping gym seats at CHS
- Memo of July 26, 2012 regarding Zoning consultant
- Supporting documents for St. Vartanantz Church
- Committee Application for Military Community Covenant Task Force
- Draft Minutes-June 18, 2012
- Draft Flag Protocol policy
- Memo of July 26, 2012 regarding the Four Way Stop
- Stewards of Children training announcement.

AUG

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: A Board of Selectmen

Date of Meeting: Monday August 13, 2001 Time: 7:00 pm

Location: Town Office Room Number: 201

Name of Building

sc Bulfinch Rd.

Street Address

7. Hyman 7/24/12

Clerk/Bd. Member & Date

William R. Maloney
Town Clerk's Signature

RECEIVED

2012 JUL 24 PM 1:10

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, August 27, 2012

Time:

7:00 PM

Location:

Town Office

Room Number:

201

Name of Building

50 W. Bell Street, 201

Street Address

Town Clerk's Signature

Stephen R. Maloney

Clerk/Bd. Member & Date

J. K. ... 7/24/12

RECEIVED

2012 JUL 24 PM 1:10

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

August 13, 2012

Town Offices 50 Billerica Rd.

RECEIVED

2012 AUG -9 PM 1:27

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

Onorina Maloney – Volunteer Recognition for Shawn Mok

Open Session

Committee Vacancies

Scheduled Business

- LaBelle Winery - Special Permit to sell wine at the Farmer's Market
- American Legion Post 313 – One day outdoor seating for Block Party
- Center Brickhouse – Increase in seating capacity
- Big Kahuna, 5 Courthouse Lane - change of DBA

Town Manager Bid Awards

- a) IP Based Cameras – Byam & South Row Schools

Town Manager Reports

- a) Draft Town Meeting Warrant

Town Manager Appointments

- a) Community Action Program Committee
- b) Sexual Harassment Grievance Officer

Meeting Minutes

- a) Regular Meeting Minutes – July 16, 2012

Unscheduled Business

- a) Schedule Public Input Session – September 17, CCA

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

Next Regular Meeting: August 27, 2012

2015 WTC-8 64 1:51

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2012 OCT -2 PM 3:34

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
August 13, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

Onorina Maloney-Volunteer Recognition for Shawn Mok

Town Clerk Onorina Maloney read the letter into the record, which was accepted by Mr. Mok. Chairman Kurland thanked Mr. Mok for his work on behalf of the Board.

Mrs. Maloney reminded residents that the voter registration deadline for the State Primary Election is August 17, 2012, and that the Town Clerk's office will be open until 5PM on this day. Absentee ballots are now available.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

Labelle Winery-Special Permit to sell wine at the Farmer's Market

Kristen Lang was present on behalf of the winery. The company was started seven years ago in New Hampshire, and they are expanding their market into Massachusetts. They currently participate in two farmers markets in New Hampshire, and three in Massachusetts.

Motion: by Selectman Hanson to approve a Special License to Sell Wine at an Agricultural Event, to Labelle Winery of Amherst, NH, on Thursdays from August 16 through October 18, 2012 at the Chelmsford Farmers Market. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

American Legion Post 313-One Day Outdoor Seating for Block Party

Ed O'Neil was present for questions. This will be the fifth running of this event, which will include food and a band. Part of Willis Street will be shut down during the event; however, residents will still be able

to access the street from a different direction. There will not be an outside bartender; attendees will be allowed to carry their drinks outside.

Motion: by Selectman Hanson to approve Outdoor Seating/Serving of Alcohol for the American Legion on August 25, 2012 between the hours of 12:00PM and 8:00PM to be exercised on the premises at 90 Groton Rd. Capacity shall remain the same at 198 inside and outside. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Center Brickhouse-Increase in Seating Capacity

Atty. Philip Eliopoulos spoke on behalf of the applicant, who has been completing many upgrades to improve the structure. The proposed expansion of the building has been put on hold while working through abutter concerns. Three parking spaces have been added for a total of 26 spaces in this lot, and the applicant has acquired a lease for 11 additional spaces at 11 Cushing Place, in addition to using spaces behind the Center for the Arts. Employees have been asked to utilize the off-site parking locations. The Board of Health has requested an increase in grease trap requirements, which the applicant agrees to do. The applicant is willing to install additional signage to notify customers of the additional parking. The increased capacity will utilize the upstairs floor during the winter, and added seating on the first floor.

Motion: by Selectman Hanson to approve an increase in seating capacity for Center Brickhouse Pizza from 74 to 94, Inside and Outside, to be exercised on the premises at 1 Central Square, contingent upon the following: Installation of a 1,500 gallon outdoor grease trap per Board of Health, and Final Inspection from the Building Inspector. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Big Kahuna, 5 Courthouse Lane-change of DBA

No one was present on behalf of the applicant. Town Manager Cohen reported that someone came by the office one week ago to pick up the application, but it has not been returned yet. Selectman Dixon suggested suspending the applicant's license until they completed what has been repeatedly asked of them. Selectman Wojtas agreed. Selectman Lane clarified that the ongoing litigation issues with the landlord not connecting to sewer service have no effect on the applicant's request. Mr. Cohen will schedule a Disciplinary Hearing for the next meeting.

Town Manager Bid Awards

IP Based Cameras-Byam and South Row Schools

Mr. Cohen explained this work is part of the Capital Plan approved for this year. One bid was received, and the Town has worked with this vendor previously. Mr. Cohen hopes to have the work started as soon as possible. Similar cameras are already installed at the High School.

Motion: by Selectman Hanson that the Board of Selectmen approve the Town Manager's Bid Award for the installation of IP Based Cameras at the Byam and South Row Elementary Schools to R. B. Allen Co. of Northampton, NH, in an amount not to exceed \$90,000.00. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

Draft Town Meeting Warrant

Article 10, a Home Rule Petition authorizing the continued employment of the Fire Chief, was taken out of order. Fire Chief Curran was present. State law requires chiefs to retire at age 65. Chief Curran would like to work past the age of 65 for two additional years in order to finish working with the Permanent Building Committee on the new Fire Department Headquarters project, and to help with new personnel. The department has seen a large number of retirements and vacancies, and one quarter of the force

currently has less than one year of experience. Several captains have less than one year of experience in their positions. The petition will ask the legislature to take action in the Spring of 2013. Chief Curran explained this has been requested by other communities, although it is more commonly seen in police departments. Mr. Cohen noted the Chief will not receive a financial benefit from doing this. The Board supported the petition and Chief Curran's reasons for requesting it.

Mr. Cohen listed and summarized the remaining articles on the warrant. It was noted that \$438,322.00 will be put into the Sewer Stabilization Fund (Article 3), and that \$369,347.00 will be proposed to be put into the OPEB Fund (Article 4) from the Medicare Part D reimbursement. Mr. Cohen is considering additional methods on how to fund this account. Article 5 will be an e-rate reimbursement to the School Department of about \$30,000.00. Article 6 addressed stipends for elected officials, as that was a goal that had been set by the Board. Upon review by the Personnel Board, it was suggested that a stipend of \$2,000.00 be given to the Chairman of the Board of Selectman and the School Committee, and \$1,800.00 for all other members of those two boards. There would be no health insurance or retirement benefits provided. The Board agreed that this idea was a consideration at the time goals were being set, however it was decided that the matter would be tabled until a future Town Meeting, as this was not the right time to pursue it.

Article 7 will approve \$209,000.00 in additional Chapter 70 funds that will be used by the School Department for updated testing equipment and other minor changes. Article 8 will provide funds to the Cemetery Department to complete some needed work. Article 9 is a CPC placeholder for possible land acquisition. Article 11 is being requested by a property owner on Ward Way to address some security concerns. Article 12 was previously tabled from the 2012 Spring Town Meeting with the hope that the property owner would cooperate with the Town to address some drainage issues. The work needs to be done to mitigate flooding concerns to multiple nearby residents. Article 13 is being reviewed by Town Counsel in response to the State's recent revisions to Dangerous Dog regulations. The state has not posted the revised language to date. Article 14 is an administrative change formally transferring control of a parcel to the Conservation Commission. Articles 15-18 are placeholders for Planning and Zoning bylaw updates. Article 19 is a citizen petition to institute a sticker/fee program for Freeman Lake and Varney Playground. Article 20, which is a citizen petition, may be void, as it appears there were not enough valid signatures obtained.

Mr. Cohen explained that petition articles need to pass by a majority vote. Selectman Hanson reported that the Vote 17 initiative will be postponed to the Spring Town Meeting.

Town Manager Appointments

Community Action Program Committee

Motion: by Selectman Hanson to approve the Town Manager's appointment of Tom Groves to the Community Action Program Committee for a term to expire on June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Sexual Harassment Grievance Officer

Mr. Cohen explained that the School Department has requested to re-appoint Dr. Frank Tiano as primary, and Kathleen McWilliams as alternate for this position. On the general government side, John Sousa and Jeanne Parziale will continue to be the appointees.

Motion: by Selectman Hanson to approve the Town Manager's appointments of Sexual Harassment Grievance Officers as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-July 16, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of July 16, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

Schedule Public Input Session-September 17, 2012, CCA

The public was invited to speak at this event.

Selectmen Liaison Reports and Referrals

Selectman Lane:

- The Farmers Market continues to be held each Thursday from 2-6PM on the Town Common.
- The annual 4-H Fair will be held at the 4-H Fairgrounds from August 24-26, 2012.
- The Center Village Master Plan Committee will meet on August 14, 2012.

Selectman Wojtas:

- The Town Manager was asked who owns the traffic signal lights in front of Stop & Shop. Mr. Cohen explained the lights are owned by the state, and a contractor is citing software issues as the reason for the delay in synchronizing the lights to reduce the traffic back-ups that are currently occurring. His office has contacted the state repeatedly to resolve the issue, and it is hoped it will be done by the end of the week.
- MacKay Library will host the last summer concert this Wednesday, which will include two bands. In case of rain, the concert would be moved to the Chelmsford Center for the Arts.
- The library will hold a book drop-off on Saturday, September 18, 2012 from 9AM-12 noon.
- The library is also looking for feedback on the new cataloging system they have implemented.
- On behalf of the Military Community Covenant Task Force, Captain Kate Farrell Smutok and Specialist Joshua Holladay were welcomed home.

Selectman Dixon:

- The Permanent Building Committee and the North Town Hall Committee were congratulated for their efforts in overseeing the renovation of the North Town Hall, which has been recently completed. An Open House will be held on Tuesday, August 14, 2012.

Selectman Hanson:

- Stipends were discussed at the recent School Committee meeting. The Committee indicated they were not interested in participating in this discussion at this time, and do not wish to be included.
- Also discussed by the School Committee was the revamping of the school lunch programs and vending machines as a way to provide healthier food to students.
- Office hours will be held at the Java Room from 5-6PM every Thursday.

Chairman Kurland:

- Residents were reminded that Friday, August 17, was the last day to register to vote in order to vote in the State Primary Election.
- There will be a blood drive at Kohl's on August 25, 2012. Donors are needed, and contact information was provided.

Press Questions

No one came forward at this time.

Approved 10/1/2012

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 8:00PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Letter of Recognition for Shawn Mok
- List of Committee Vacancies
- Supporting Documents for Labelle Winery
- Supporting documents for American Legion Post 313
- Supporting documents for Center Brickhouse Pizza
- Letter of August 7, 2012 for the Big Kahuna
- Memo regarding award of contract for IP Based Video Cameras
- Letter from Fire Chief Curran regarding Town Meeting Warrant Article 10
- Fall Town Meeting Warrant Article Summary-2012
- Committee Application for Community Action Program
- Sexual Harassment policy
- Draft Meeting Minutes July 16, 2012
- Flyer for the BOS Public Input Session



CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

August 27, 2012

Town Offices 50 Billerica Rd.

RECEIVED

2012 AUG 23 PM 12: 26

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- BOS Public Input Session 9/17
- State Primary Election – Thursday, September 6
Polls open from 7:00 a.m. – 8:00 p.m.

Open Session

Committee Vacancies

Scheduled Business

- Road Side Vendor License – 8 Parkerville Road
- 7:30 p.m. • Disciplinary Hearing - Big Kahuna, 5 Courthouse Lane
- 7:40 p.m. • Public Hearing - One Ten Grille, Transfer of Café Madrid's All Alcohol Restaurant License
- 7:45 p.m. • Public Hearing - PS Cars Sales, 103 Tyngsborough Rd. – Class II Auto Dealers License

Town Manager Reports

- a) Second Review of Draft Town Meeting Warrant

Town Manager Appointments

- a) Economic Development Commission
- b) Parade Committee

Meeting Minutes

- a) Regular Meeting Minutes – June 25, 2012

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

Next Regular Meeting: September 10, 2012

2015 APR 23 PM 15:56

1000
1000

Approved 10/1/2012

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
August 27, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

BOS Public Input Session September 17, 2012

Residents were invited to attend the Public Input Session, which will be held at the Chelmsford Center for the Arts.

State Primary election-Thursday September 6, 2012

Polls Open from 7:00AM-8:00PM

Residents were reminded to vote in this election. Sample ballots are available for viewing online and in the Town Offices. Absentee ballots are also available.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

Roadside Vendor License-8 Parkerville Rd.

Edgar Turner, Jr. was present for questions. He grows plants, fruits and vegetables on his property, and wishes to sell them.

Motion: by Selectman Hanson to approve a Roadside Vendor License to Edgar Turner, for the sale of herbs, vegetables, fruits and plants, at 8 Parkerville Road, from August to October 30, 2012. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

Second Review of Draft Town Meeting Warrant

RECEIVED
2012 OCT -2 PM 3:35
TOWN OF CHELMSFORD
ONORIMA Z. WALCONEY
TOWN CLERK

Mr. Cohen provided the Board with a schedule of dates and events leading up to Fall 2012 Town Meeting. The draft warrant was reviewed to include a brief description of what each article is seeking to accomplish. The final version of the Warrant should be ready for the next meeting.

Town Manager Appointments

Economic Development Commission

Motion: by Selectman Hanson to approve the Town Manager's appointment of Peter Dulchinos to the Economic Development Commission for a term to expire June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Parade Committee

Motion: by Selectman Hanson to approve the Town Manager's appointment of Deb Trask and Arline Wood to the Parade Committee for a term to expire June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-June 25, 2012

Motion: by Selectman Hanson to approve the Special Meeting Minutes of June 25, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Disciplinary Hearing-Big Kahuna, 5 Courthouse Lane

No one was present from the Big Kahuna. The business owner has indicated they are working to comply with Board of Selectmen regulations regarding signage and business entity. Chairman Kurland suggested continuing the hearing to the next meeting, giving the applicant seven days to comply with signage requirements.

Motion: by Selectman Hanson to continue the Disciplinary Hearing for The Big Kahuna to September 10, 2012 at 7:30PM contingent on Building Inspector review of signage compliance by September 4, 2012. If required work is completed as directed, the hearing will be removed from the agenda. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Open Session-2nd call

No one came forward at this time.

Selectmen Liaison Reports and Referrals

Selectman Lane:

-The Center Village Master Plan Committee continues to meet. The SWOT analysis is being completed. A stakeholder list and study area parameter is being finalized. The Committee will meet again on August 28, 2012.

-Selectman Dixon was congratulated for being awarded the latest "Sadie Award".

-Pop Warner teams were wished good luck in the upcoming football season.

-Chairman Kurland asked what the Center Village Master Plan Committee hopes to accomplish.

Selectman Lane explained there are discussions about traffic and parking concerns, historic buildings, housing considerations, making the area a destination rather than a pass-through, and continuing the process that was started with the 1998 study of this area. Separate concurrent studies involving housing and traffic (both pedestrian and vehicular) can be incorporated into this Master Plan. Mr. Cohen added

Approved 10/1/2012

that demolition of the old CVS building will commence in September. Information from the consultant hired by the Stop & Shop parent company should also be presented in September.

Selectman Wojtas:

- Mr. Cohen was asked if the second CVS location would remain open. Mr. Cohen explained no closure date has been announced to date, however, no one knows what the future of the store will be.
- The last book drop-off for the Library book sale will be August 29, 2012 from 2-4PM.
- All fire stations will be collecting food for the food pantry through the end of August.
- The Military Community Covenant Task Force will be sponsoring a 9/11 memorial service on September 8, 2012 in the Town Common starting at 10AM.
- Rachel Byam Meyer, a member of a prominent local family, passed away recently at age 103.
- Trish Dzuris has established a work group to address and update the Town's website. It is hoped the revised site will be up in January, 2013.

Selectman Dixon:

- The Boy Scouts and Chelmsford Open Space Stewards were thanked for their work in completing construction of the grape arbor at Sunny Meadow Farm.

Selectman Hanson:

- The Policy Sub-committee is still working on volunteer recognition, a Naming Policy, and the creation of a Volunteer Committee. More information will be forthcoming.
- Office hours will be held on Thursday at the Java Room from 5-6PM.

Chairman Kurland:

- Mr. Cohen was asked to provide a status of the Chelmsford Street lights and traffic issue. Mr. Cohen reported that the lights on Chelmsford St. between Rt. 3 and Golden Cove Road were out of sync. After repeated calls, Mass DOT worked with their traffic signal vendor to resolve the situation. These lights are not under the town's control.
- Office hours will be held September 1 at the Java Room starting at 9AM.
- Residents were wished a safe and happy Labor Day.
- Residents were encouraged to vote in the Primary Election being held on September 6, 2012, from 7AM-8PM.

Public Hearing-One Ten Grille, Transfer of Café Madrid's All Alcohol Restaurant License

John Gailey, Elm Rd., Devens, was present, and explained he has purchased the business of Café Madrid. Mr. Gailey has managed two previous American style restaurants successfully. Selectman Wojtas stated she has not been able to review the information just provided by Mr. Gailey, and asked if there would be changes to the building. Mr. Gailey explained he would like to take out one wall, enlarge the men's room and do some painting. Financing has been secured, and the sale is pending. Current seating is approved for 103; he would like to increase it to 133. The current capacity is listed at 144, per the Building Inspector. Mr. Cohen advised the current license is for 99 seats. Selectman Lane noted a zip code correction on page 5 of the application, and that seating is listed at 133. He requested information regarding a separate lease for employee parking with the Radisson Hotel. Mr. Gailey agreed to submit the paperwork. Selectman Wojtas requested a continuance as per Board policy.

No comments were received from the audience.

Mr. Cohen advised a separate hearing may be required at a later date to address parking. Selectman Lane suggested that Mr. Belansky address the parking calculations when he returns from vacation.

Motion: by Selectman Hanson to continue the Public Hearing for One Ten Grill to September 10, 2012 at 7:40PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Public Hearing-PS Cars Sales, 103 Tyngsboro Rd.-Class II Auto Dealers License

Lynn Smith was present, and explained that the property was acquired in March, 2011. They have been working with a civil engineer and contractor. The building is erected, sign-offs have been completed and the drainage work is complete. Selectman Dixon noted that some landscaping is on hold pending the completion of irrigation installation, and line striping has been scheduled for completion. Mrs. Smith advised the irrigation was completed today. The site plan and special permits from the Planning Board are done, and an Order of Conditions has been received from the Conservation Commission. The applicant is now requesting a full license

There will be 13 parking spots on the lot. Nine will be for cars that are for sale.

Audience comments:

Jan Spence, Williamsburg Condominiums, read a quote from the minutes of a Planning Board meeting of November, 2011, where the applicant advised there would be no sales of cars on this lot. She is apprehensive about whether the "living fence" will be installed, and members of the condo association are not pleased that there will be car sales occurring on the lot, as it was only supposed to be for car storage while they waited to go to auction. She objected that the plans were changed at the last minute. There are 500 homes on Wellman Ave., and taxpayers there feel like they were deceived. Chairman Kurland noted that in March, 2011, the intent was that cars would be sold. A temporary license was granted for internet sales while the site was upgraded, and eventually cars would be sold there. Selectman Lane explained four condemned buildings were removed from the site, one building has been installed, and the applicant has promised to finish the work, and has complied with all requests. Car sales are a use which is allowed by right under the current zoning.

Mrs. Smith advised all plantings will be done as discussed and as put on the plans.

Ms. Spence was encouraged to contact the Town Manager's office in the event she noticed requirements that were not being met. Mr. Cohen explained that even as a holding location, the applicant would still be required to apply for a Class II Dealer's License. Selectman Lane explained that the building Inspector would ensure that all sign and lighting bylaws were complied with.

Phillip Smith, owner of PS Cars Sales explained he has not broken any rules. The business is mainly wholesale, however, in the event a customer drove into the lot and made a reasonable offer on a vehicle being stored at this location, the offer could be accepted and the vehicle could be sold there.

Motion: by Selectman Hanson to close the Public Hearing for P&S Auto Sales, 103 Tyngsboro Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to amend the Class II Auto Dealers license of PS Cars Sales for the sale of nine cars on the lot, contingent upon approval from the Building Dept., to be exercised on the premises at 103 Tyngsboro Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectman Lane commented that the lot looks much better than it did, and will look even better once the treescape has been planted.

Press Questions

Approved 10/1/2012

No one came forward at this time.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 8:20PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Public Input Session flyer
- List of Committee Vacancies
- Supporting Documents for Edgar Turner-Roadside Vendor License
- Fall Town Meeting 2012 Warrant Article summary
- Committee application for Economic Development Commission
- Committee appointment request for the Parade Committee
- Draft minutes for June 25, 2012
- Supporting documents for the Big Kahuna
- Supporting documents for One Ten Grill
- Supporting documents for P&S Auto Sales

SEPT

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Joint

Work Session

Name Of Department or Board:

Board of Selectmen w/ Planning Board

Date of Meeting:

Monday, Sept. 16, 2013

Time:

6:00 pm

Location:

Town Offices

Room Number:

204

Name of Building

50 Ballerup Rd

CANCELLED

Street Address

Quinn B. Maloney

J. Lyons 8/21/13 9/10

Town Clerk's Signature

Clerk/Bd. Member & Date

JD

RECEIVED

2012 AUG 29 AM 10:11

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday, Sept 10, 2012 Time: 7:00pm

Location: Town Offices Room Number: 204

Name of Building

Street Address

Severin B. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

Maloney 8/8/12

RECEIVED

2012 AUG -9 PM 1:31

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday Sept 17, 2012

Time: 7:00 pm

Location: Chelmsford Center for the Elderly

Room Number: aud

Name of Building

1A North Kel.

Street Address

Town Clerk's Signature

D. J. G. Maloney

Clerk/Bd. Member & Date

J. Maloney 8/15/12

RECEIVED

2012 AUG 15 PM 12: 39

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, Sept 24, 2012

Time:

7:00 pm

Location:

Town Offices

Name of Building

50 Bellevue Rd

Room Number:

201

Street Address

Town Clerk's Signature

Devin B. Maloney

Clerk/Bd. Member & Date

T. Maloney 8/8/12

RECEIVED

2012 AUG -9 PM 1:31

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

September 10, 2012

Town Offices 50 Billerica Rd.

RECEIVED

2012 SEP -6 PM 4:33

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Debi Siriani – Senior Center Month
- Bernie Ready - Historic Society Farm Fair, September 15
- Anne Dumke - Chelmsford Women of Today Proclamation
- BOS Public Input Session 9/17

Open Session

Committee Vacancies

Town Manager Bid Awards

- a) DPW Director Gary Persichetti - Energy Management Services Contract

Scheduled Business

- One Day Beer & Wine License – Budget Buddies, September 23
- Darlene Lussier – Fiscal 2012 Budget Report
- John Sousa – Five Year Financial Forecast, Other Post-Employment Benefits (OPEB) Liability
- Change of Manager – Feng Shui

7:40 p.m. • Continuation of Alcohol License Transfer Public Hearing- One Ten Grill,
116 Chelmsford Street

Town Manager Reports

- a) Presentation of Town Meeting Warrant Articles

Town Manager Appointments

- a) Cultural Council
- b) Disabilities Commission

Board of Selectmen Appointments

- a) Celebrations Committee

Unscheduled Business

- a) Sign Fall Annual Town Meeting Warrant
- b) Intention to Layout Ward Way as a Public Way

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: September 24, 2012

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2012 NOV -6 PM 2:47

TOWN OF CHELMSFORD
ONCE RECEIVED ONLY

**Regular Meeting MINUTES
September 10, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

Deb Siriani-Senior Center Month

Deb Siriani, Senior Center Director, highlighted the various events that would be occurring at the Senior Center for this month. Contact information was provided, and everyone is welcome to participate in these events.

Bernie Ready-Historic Society Farm Fair, September 15

Mr. Ready summarized the activities for this event. Contact information was provided, and everyone is welcome to participate in this event.

Anne Dumke-Chelmsford Women of Today Proclamation

Ms. Dumke provided a history of this group, and summarized the various events they have completed and upcoming events they will host. Meeting and membership information was provided. Contact information was provided, and everyone over the age of 18 is welcome to participate in their events.

A Proclamation was read by Selectman Hanson, and accepted by Ms. Dumke.

BOS Public Input Session 9/17/12

Chairman Kurland invited residents to participate in this event which will be held at the Chelmsford Center for the Arts, starting at 7PM.

Open Session

Joyce Johnson of the Chelmsford Lions announced their latest event being held on September 29 on the Town Common, called "A Common Day". A schedule of activities was provided. Contact information was provided, and everyone is welcome to participate in this event.

Robert Gardner, Chelmsford fire fighter and local union member, requested permission to raise money through their annual "boot" drive for the Muscular Dystrophy Foundation (MDA), on September 20, 2012 in North Chelmsford, and September 21, 2012 in Chelmsford Center, from 4-7PM. Contact information was left for the Board.

Motion: by Selectman Hanson to allow local fire fighters to raise money from 4-7PM on September 20 & 21, 2012. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Town Manager Bid Awards

DPW Director Gary Persichetti-Energy Management Services Contract.

Mr. Persichetti explained how this process has worked successfully in Lowell. Five companies responded to the Request for Proposals, and three of those companies returned bids. Interviews and reference checks of these companies were completed, and Johnson Controls was chosen as the preferred vendor, based on their results using the Chelmsford High School and the Town Offices as sample sites. Selectman Dixon noted some disparity in the information provided, and Selectmen Lane and Wojtas requested more information prior to making a decision. The requested information will be provided and a vote will be taken at the next Board meeting.

Mr. Persichetti apologized for the tree cutting that occurred at the Parker School. A restoration plan is being created, and cost estimates are being compiled.

Scheduled Business

One Day Beer and Wine License-Budget Buddies, September 23

Susan Graves was present for questions, and recent activities of the group were summarized.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to Budget Buddies for September 23, 2012, at the Chelmsford Center for the Arts, for the hours of 3:00PM to 6:00PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Change of Manager-Feng Shui

Charlie Chen, the new manager for this location, was present for questions. He is taking over as manager as his partner no longer has time for this restaurant. The report on the kitchen suppression system has been re-submitted.

Motion: by Selectman Hanson to approve a Change of Manager for Feng Shui Asian Cuisine, from Stephen Dong to Charlie Chen, to be exercised on the premises at 285 Chelmsford St., contingent upon approval from the Building Inspector and Fire Prevention. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Continuation of Alcohol License Transfer Public Hearing-One Ten Grill, 116 Chelmsford St.

John Gailey was present for questions. Selectman Lane agreed that 60 days should be adequate time for the 10 spaces allotted at the previous Zoots location until the Radisson agreement is finalized. Mr. Gailey understood that the eight outside seats take away from the inside seating.

Motion: by Selectman Hanson to close the Public Hearing for One Ten Grill. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve the transfer of the All Alcoholic Restaurant License of the Home of the Famous Cuban LLC, d/b/a Café Madrid to the One Ten Grill, to include a Pledge of License, and an Entertainment License, to be exercised on the premises at 116 Chelmsford St, Unit 6. Said license shall be contingent upon: Seating Capacity: 99 Total Inside and Outside,

Hours of Operation: Seven Days a week 7:00AM-1:00AM, Providing a TIPS Certification, Providing evidence of Crowd Manager Training, and Providing evidence of a parking agreement between Radisson Hotel within 30 days of the temporary agreement with Mr. Walker. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Darlene Lussier-Fiscal 2012 Budget Report

Ms. Lussier described and summarized fund balances for Free Cash and other Governmental Funds, excess expenditures, sewer enterprise funds and trust fund revenues. She described how the Department of Revenue uses certain information, and changes to the General Fund. The Town auditors have stated that reserves being 11% of the entire budget is very good. Differences in actual revenues and expenses received versus budgeted revenues and expenses were explained. Free Cash Analysis formulas were explained. The certified Free Cash figure from the Department of Revenue of \$3,361,464.00 was received.

There are currently 52 employees still eligible for sick-time buyback, for a potential exposure of \$550,000.00. Currently, \$100,000.00 is set aside annually for this expense. \$70,000.00 has been used this year for two retirements to date. Auditors have advised that a fund should be created to address this liability. All eligible employees for this benefit are expected to retire in the next 15 years.

Ms. Lussier advised a full audit report will be forthcoming.

John Sousa-Five Year Financial Forecast, Other Post-Employment Benefits (OPEB) Liability

Revenue and Expense assumptions used in the forecast were explained. Deficit amounts are estimated based on level funded and level service budgets. Mr. Sousa noted a more positive outlook than has been seen in recent past years.

Regarding Other Post-Employment Benefits (OPEB) liabilities, Mr. Sousa explained this is not pension liability, but is health and life insurance liability. This reflects benefits earned during employment but not received until retirement. Government Accounting Standards require communities to recognize these benefits under an accrual accounting concept, and to determine their net OPEB obligations. Obligations from 2009-2012 were shown, and the unfunded actuarial accrued liability as of 2010 for Chelmsford is \$168.8 million. Efforts were started in 2006 to minimize this liability. Standard and Poor's has indicated it wants to see a plan for addressing the liabilities when it looks at a community's rating. Advantages of creating a trust fund were described, and the State's current fund was described. Mr. Sousa hopes to have updated actuary information by Fall of 2013. Mr. Cohen noted the State has formed a commission to look at funding this liability and that OPEB liability is growing twice as fast as pension liability, in spite of recent health care reforms.

Town Manager Reports

Presentation of Town Meeting Warrant Articles

The final list of 19 articles was presented. The Finance Committee will be meeting on Thursday, and Evan Belansky will be explaining the four zoning articles at a future Board meeting.

Billboards

Mr. Cohen explained the appeal was denied, and the agreement with the billboard company has been terminated. The company will get their security deposit returned to them. Selectman Lane asked if rescinding the overlay area was in order, and was told by the town manager, the Planning Board would address that.

Other Reports

The North Chelmsford Water District is continuing with the installation of two bedrock wells.

The State has recently changed processes regarding one day alcohol licenses, where as effective October 31, 2012, the state is authorized to issue caterer's licenses to include alcoholic beverages. All that will be required is that a written notice is sent to the Police Department and the Board of Selectmen 48 hours in advance. Events are limited to five hours or less, and the caterer takes on the liability for the alcohol at private functions. This will reduce the requests for One Day Licenses for private events; however public functions will still require a license from the Board.

Town Manager Appointments
Cultural Council

Motion: by Selectman Hanson to approve the Town Manager's appointment of Beatriz DesLoges to the Cultural Council for a term ending June 30, 2014. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Disabilities Commission

Motion: by Selectman Hanson to approve the Town Manager's appointment of Sandra Knight to the Disabilities Commission for a term ending June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Board of Selectmen Appointments
Celebrations Committee

Motion: by Selectman Hanson to appoint Len Olenchak to the Celebrations Committee for a term ending June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

Sign Fall Annual Town Meeting Warrant

Motion: by Selectman Hanson that the Board of Selectmen sign the 2012 Fall Annual Town Meeting Warrant as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectman Lane requested discussion regarding tax relief in a separate work session and Article 3 before voting on recommendations. Chairman Kurland agreed plenty of time would be appropriated prior to voting.

Intention to Layout Ward Way as a Public Way

Motion: by Selectman Hanson that the Board of Selectmen vote its intention to lay out Ward Way as a Public Way as shown on a plan entitled "Roadway Layout Plan Ward Way Chelmsford, MA", dated August 22, 2012, prepared by P.M. Flaherty Associates, Inc., and to forward the proposed layout as shown on the plan to the Planning Board for its comments and recommendations pursuant to G.L. c. 41, ss81I. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

- Mr. Cohen was asked to speak with Chief Murphy regarding the use of the driveway abutting McCarthy Middle School as a cut-through by local traffic and to verify signage was adequate.
- Robert Brown and Brian Ubele were congratulated on becoming Chelmsford's newest police officers.
- Condolences were given for Maxine Vaitses, Alfred Coburn and Walter Cleven. They will be missed.

Selectman Wojtas:

- A Styrofoam recycling drop-off event will be held on September 22, 2012 from 9AM-1PM.
- A Needy Meds Discount Drug Prescription Card Program seminar will be held at the library on September 13, 2012. \$.25 from every prescription filled through this program is donated to the town's Wellness Program.
- The Annual Library Book sale will be held from September 28-30, 2012.
- The library will host a Home Energy Efficiency workshop on September 19, 2012.
- The Master Plan Implementation Committee is making progress. The Bylaw Review Committee is now working with a consultant to make further progress.
- Attendees were thanked for their support at the 9-11 Remembrance Ceremony held on September 8, 2012.
- The Military Community Covenant Task Force welcomed home Lance Corporal Michael Whippen. He will be leaving for another tour of duty.

Selectman Dixon:

- The Chelmsford High School Varsity Football team was wished well this season. They won their first game, and were wished well for their next game on September 14.
- Selectman Wojtas was thanked for her role in organizing the 9-11 Remembrance Ceremony.
- The Grand Opening of the North Town Hall will be held on Friday, September 14, 2012 from 6-9PM.
- Selectman Dixon wished to recognize his wife of 45 years.

Selectman Hanson:

- The Military Community Covenant Task Force and Selectmen Wojtas were thanked for organizing the 9-11 ceremony.
- A Board work session was requested, date to be determined.
- Office Hours will be held on Thursday at the Java Room from 5-6PM.

Chairman Kurland:

- The new Police cadets were congratulated.
- Organizers of the 9-11 ceremony were thanked for their efforts.
- All candidates for Public Office were congratulated for their efforts.
- Everyone was encouraged to vote this November 6.
- Jewish members of the community were wished a Happy Rosh Hashanah for the year 5773.

Press Questions

No one came forward at this time.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 9:34PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,

Recording Secretary

List of Reference Documents:

- Flyer for National Senior Center Month
- Flyer for Farm Fair
- Proclamation for Chelmsford Women of Today
- Flyer for BOS Public Input Session
- Flyer for Chelmsford Lions Club "A Common Day"
- List of Committee Vacancies
- Memo of September 6, 2012 from Marian Currier regarding Energy Management Services
- Supporting Documents for Budget Buddies One Day License
- Supporting documents for Feng Shui-Change of Manager
- Supporting Documents for One Ten Grill's Transfer of License
- Fiscal Year 2012 Final Report
- Five Year Financial Forecast Assumptions & OPEB Presentation
- Fall Town Meeting Warrant Summary
- Committee Applications
- Fall Town Meeting Warrant
- Plan and Motion for the Acceptance of Ward Way



CHELMSFORD BOARD OF SELECTMEN
WORK SESSION AGENDA
JOINT WITH PLANNING BOARD
September 10, 2012
Town Offices 50 Billerica Rd.

Cancelled
9/17/12
for

6:00 p.m. Call to Order

- Commitment to the Master Plan
- Permitting Philosophy and Vision for Chelmsford's Future

RECEIVED
2012 SEP -6 PM 1:06
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Approved 10/1/2012

Town of Chelmsford
Board of Selectmen Minutes
Chelmsford Center for the Arts (Center Town Hall)
1A North Road
Chelmsford, MA 01824

RECEIVED
2012 OCT -2 PM 3:35
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

PUBLIC INPUT SESSION MINUTES
Monday, September 17, 2012

Attending:

Jon Kurland, Chairman
Matt Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman

Paul Cohen, Town Manager

Absent:

George Dixon, Selectman

The Public Input Session was called to order by Chairman Kurland at 7:00PM, who offered introductory remarks, inviting residents to discuss any topics of concern.

Public Input:

Edgar Turner, 8 Parkerville Road, relayed the experiences he has encountered while pursuing the necessary permits to erect a temporary greenhouse-type structure on his property. He voiced concerns about the Building Inspector's interpretation of building codes, and noted his frustration in dealing with officials.

Chairman Kurland announced that Verizon had recently sent correspondence to the Town, committing to the completion of the first phase of the Underground Utility project.

Peggy Dunn, 2 Bridge Street, commented on the work being done at the Toll House and the old school house near Forefathers Cemetery. She inquired as to plans for the interior of the Toll House.

Susan Julian Gates, 9 Trotting Road, thanked the community for supporting the renovations of the Center Town Hall and North Town Hall. She asked that residents patronize the programs that utilize the venues.

Peggy Dunn announced several upcoming events, including the Lions Club Chelmsford Common Day on September 29, and a Public Input Session for the Center Village Master Plan in October.

The Town Manager announced that the old CVS building will be demolished soon, and that discussions continue for redevelopment of the rest of the Stop & Shop Plaza. He reported that conversations with the owners of the Oddfellows building have begun.

Motion: Selectman Hanson made a motion to adjourn this meeting at 7:35PM;
seconded by Selectman Wojtas. Motion carries, unanimous.

Respectfully Submitted,
Patricia Wojtas, Selectman Clerk



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
September 24, 2012
Town Offices 50 Billerica Rd.

RECEIVED

2012 SEP 20 PM 3:57

TOWN OF CHELMSFORD
ONORING 2 MILLION
10 WEEK

7:00 p.m. Call to Order - Notification of live cablecast

Public Service Announcements

- Tricia Dzuris, Stewards of Children - next session October 3

Open Session

Committee Vacancies

Scheduled Business

- 7:30 p.m. • Beer & Wine Package Store License - Victory Distributors dba Hannaford
- 7:40 p.m. • Pole Petition - Quigley Ave
- 7:45 p.m. • Pole Petition - Turnpike Road

Town Manager Bid Awards

- a) Energy Management Services RFP

Town Manager Reports

- a) Approval of Katrina Road Brownfields Redevelopment Fund Grant

Town Manager Appointments

- a) Chelmsford Center for the Arts Advisory Committee (aka Town Halls Advisory Committee)

Meeting Minutes

- a) Regular Meeting Minutes - July 30, 2012

Unscheduled Business

- a) Vote Board of Selectmen position on Town Meeting Warrant Articles
- b) Sign Warrant for Special Town Meeting - October 15, 2012
- c) Sign Purchase and Sale Agreement - 255 Acton Road
- d) Sign Purchase and Sale Agreement - Pine Hill & Galloway Road 30 acre parcels
- e) Revision to Volunteer Recognition Policy
- f) Boulder Signage for Heart Pond & Sunny Meadow Farm

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

Next Regular Meeting: October 1, 2012

Approved 11/19/2012

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2012 NOV 20 PM 4:29

TOWN OF CHELMSFORD
ONCE
TOWN

**Regular Meeting MINUTES
September 24, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

Tricia Dzuris, Stewards of Children-next session October 3

Ms. Dzuris announced this free training session is being held at the police station. The training is video based with a question/answer period. Additional sessions will be held on November 1 and December 4, 2012.

Open Session

Ryan McNeil, 11 Sherman St., thanked the Board and Town Manager for all their efforts at Varney Park this past summer. Chairman Kurland explained that the Town is looking into installing security cameras at the location and police presence will be maintained during the summer months. Mr. Cohen stated that the Varney Park Master Plan Committee is continuing to meet.

Bob Joyce, 103 Turnpike Rd., had questions regarding Free Cash in the Town's budget. Mr. Cohen responded that the amount at this time was \$3,361,463.00, and it was his recommendation that some of this money be used to fund OPEB obligations. Savings from health insurance changes could not be used to fund OPEB because the savings did not start until this fiscal year, which began on July 1, 2012. The projected \$1.6 million in health insurance savings will not be fully realized until the end of the fiscal year, June 30, 2013.

Vivian Merrill, 23 Maple Rd., provided an update of events involving the Chelmsford Dog Association. Residents were encouraged to attend the German Shepherd Rescue League's Walk-n-Wag on September 29 at the 4-H Fairgrounds, the Howl'ween Dog Costume Show on October 14, the Holiday Craft Bazaar on November 17 at St. John's Church, and the Lowell Humane Society's Steps for Pets Walk on October 7, 2012. The Association will also have a table at A Common Day on September 29, 2012.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Town Manager Bid Awards

Energy Management Services RFP

Additional information requested at the prior meeting was provided to the Board and several members of the Energy Conservation Committee were present. Tim Wysocki came forward to explain his rationale for choosing Johnson Controls. He noted that Ameresco's presentation relied heavily on information obtained at other buildings rather than the two buildings that were requested and the payback period went out beyond 20 years and relied on information at other buildings. When checking references at ConEdison, problems with the team and the program execution were discovered. References for Johnson Controls were checked in Vermont and in Wakefield, MA, and both were positive. The scope of work in Vermont was adjusted to allow additional grant money to be obtained and used, and Wakefield showed very positive execution efforts, logical proposals, a strong familiarity with the facilities, and good contacts for accountability.

Five companies were sent a Request for Proposal. Two companies did not respond. The three remaining companies were each interviewed independently, and a blind vote was taken.

Selectman Lane asked about maintenance expectations on the leased equipment, and Gary Persichetti, DPW and Facilities Director, explained that maintenance is a negotiated additional cost. Johnson Controls currently does a lot of the maintenance on existing equipment; minor activities like changing filters is done by town staff.

A time table of events in coming to this decision by the Committee was read into the record.

Indeprit Singh explained that he looked at the technology, finances, and revenue of each company, before completing his evaluation.

Selectman Lane asked the Town Manager if some items to be included in this proposal will offset previously scheduled capital costs. The Town Manager stated that it is expected that will be the case.

Bob Andrews explained he based his decision on who gave the best responses to questions, who had the best qualifications, and who took the greatest responsibility for shortfalls.

Motion: by Selectman Hanson to authorize the Town Manager to enter into negotiations with Johnson Controls for an Energy Services Contract. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Scheduled Business

License-Victory Distributors dba Hannaford

Steven Miller, attorney for Hannaford, was present, with John Fairfield, Sean O'Connor and Tanya Rice, all of Hannaford.

Motion: by Selectman Hanson to open the Public Hearing for Victory Distributors dba Hannaford. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

A handout was provided to the Board. Atty. Miller explained 158 of the Hannaford stores sell alcohol, and the Chelmsford location has 47,800SF in area. Employee Alcohol Training program information, alcohol security and disciplinary measures were explained. The applicant feels a public need for this service is consistent with what is offered at many of their other locations, and customers have indicated support for this as a convenience. Atty. Miller stated the applicant was aware there were two other liquor stores in close proximity to this location.

Audience comments:

Atty. Douglas Hausler came forward on behalf of the owners of Drum Hill Liquors to state they believe that there is no public need for an additional retail provider of alcoholic beverages because the need is being served by their establishment as well as the Gulf Station on Drum Hill Road. A previous referendum on the matter was defeated by 7,200 votes, and the Chief of Police has provided written opposition to the application. He asked the Board to deny the requested license.

Brenda Lovering voiced her strong opposition to the license request, reiterating that two other stores in close proximity are already selling beer and wine.

Jim Robinson, Westview Ave., agreed the existing facilities do a good job, are responsible providers, and there is no need for a third establishment to provide beer and wine in this area.

Sam Chase, 5 Rivermeadow Dr., felt there would have to be a compelling need to grant this license which has not been demonstrated.

Dave Hedley felt allowing this location to sell beer and wine would create a bigger problem in Town.

Mark Schmeizl, 52 Westview Ave., felt there was a need to protect the small business vitality in Town.

Warren DeSaulnier, 255 North Rd., agreed that Harrington Liquors and Drum Hill Liquors are adequate to serve the needs of the town, and townspeople should be supported.

Chairman Kurland read the letter from Police Chief Murphy into the record, which opposes the license application.

No further questions were received from the Board. The applicant's attorney was advised that deliberation would be continued.

Motion: by Selectman Hanson to continue the Public Hearing for Victory Distributors dba Hannaford for the Beer & Wine Package Store license until October 1, 2012 at 7:30PM, per the Board's policy. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Pole Petition-Quigley Avenue

Arthur Callahan and Jeff Harrington were present on behalf of the petitioners. The pole is requested in order to get fiber optic cable across the railroad tracks at this location. A separate agreement has been reached with PAN-AM Railroad that meets their requirements. The applicant would handle any maintenance to the pole.

Audience Comments:

Bob Joyce, 103 Turnpike Rd., asked why the fiber could not be installed underground. Mr. Harrington explained the problem is the cost effectiveness of engineering the project to get under the railroad tracks.

Maria Karafelis, 26 Quigley Ave., asked what the benefit to the town would be, as FiOS was stopped at this street. Mr. Cohen explained that the applicant does not have a license in Chelmsford. Chairman Kurland noted that the Town Engineer has recommended the installation of this pole.

Motion: by Selectman Hanson to close the Public Hearing for a Pole Petition on Quigley Ave. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve the Pole Petition for Quigley Ave. as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Pole Petition-Turnpike Rd.

Jeff Harrington explained that their client is leasing Verizon conduit. The client tried to use existing conduit, but Verizon told them there was no room for expansion. The cable will span through existing trees onto Elizabeth Drive 14 feet from a manhole to the pole. All other poles are on the opposite side of the street. Pole layout was clarified via a diagram. No cable will cross the street.

Audience Comments:

Bob Joyce, 103 Turnpike, was provided visual clarification of where the cable would be run, and the applicant explained that they were trying to follow the same route as currently existing cable which is not underground in this area.

Bob Brown, 39 Bridge St., who is employed by Waveguide, explained the benefit of this installation is to local businesses as potential lessors of fiber to get additional bandwidth.

Motion: by Selectman Hanson to close the Public Hearing for the Pole Petition for Turnpike Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve the Pole Petition for Turnpike Rd. as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

Approval of Katrina Rd. Brownfields Redevelopment Fund Grant

Mr. Cohen reported that an additional \$413,400.00 has been granted to the town for remediation of the site in an effort to make the property marketable. The total awarded for the site to date is \$660,000.00. The Town does not have to repay this grant. It is hoped the work will be completed in 9-12 months.

Motion: by Selectman Hanson to authorize the Town Manager to execute the Brownfields Grant for 27 Katrina Rd as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Appointments

Chelmsford Center for the Arts Advisory Committee (aka Town Halls Advisory Committee)

This appointment will fill a vacancy left by a member who is now out on long term illness.

Motion: by Selectman Hanson to approve the Town Manager's appointment of Mary C. Woodward to the Town Hall Advisory Committee for a term ending June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-July 30, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of July 30, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

Sign Warrant for Special Town Meeting-October 15, 2012

Motion: by Selectman Hanson to approve and sign the Warrant for a Special Town Meeting on October 15, 2012. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Mr. Cohen explained that this one article meeting will seek authorization to acquire three parcels consisting of 30 acres at the intersection of Pine Hill and Galloway Roads. Bob Morse of the Community Preservation Committee negotiated with the owner of the parcels as a way to preserve what was left for agricultural use. The existing lease will transfer with the property, and is good for five more years.

Sign Purchase and Sale Agreement-Pine Hill & Galloway Rd 30 Acre parcels

Motion: by Selectman Hanson to sign the Purchase and Sale Agreement for three parcels located at Pine Hill and Galloway Roads contingent upon approval at Town Meeting. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectman Lane commended the Town Manager and involved Boards and Committees for respecting the privacy and confidentiality of the property owners as requested by them.

Sign Purchase and Sale Agreement-255 Acton Rd.

Mr. Cohen explained this parcel was sectioned off by the prior owner to improve the view from their home; it would now become a part of the Sunny Meadow Farm and be permanently preserved.

Motion: by Selectman Hanson to sign the Purchase and Sale Agreement for 255 Acton Rd. contingent upon approval at Town Meeting. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Revision to Volunteer Recognition Policy

Revisions to the existing policy were read into the record. Many aspects of this policy would be the responsibility of the CIVIC Committee. A vote on the policy was deferred to the next meeting, per Board policy.

Boulder Signage for Heart Pond and Sunny Meadow Farm

Selectman Lane explained the Community Preservation Committee's policy on required signage for CPA funded projects. Inscription language was provided to the Board, and if approved, the work will begin as soon as possible.

Motion: by Selectman Hanson to approve the boulder signage for Heart Pond and Sunny Meadow Farm as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Vote Board of Selectmen positions on Town Meeting Warrant Articles

Community Development director Evan Belansky provided information to the Board and audience regarding the following articles:

Article 16-Home Occupations, is an update to an existing bylaw that acknowledges that more people are working from home. Examples of what is permitted and prohibited were given.

Article 17-Boardinghouse, revises the existing definition and distinguishes a boardinghouse from a multi-family residence.

Article 18-Parking and Aisle Dimensions is an update to outdated dimensions and will apply to new parking facilities and restriping projects.

Article 19-Stormwater Management is being done to reflect current industry standards and to codify current regulatory practices.

The Board agreed to defer voting on Articles 14, 16, 17, 18 and 19 to the next meeting.

Article 15-Dog License Fees, is being proposed in response to recent changes enacted at the State level.

Motion: by Selectman Hanson to recommend approval of Article 15 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 13, Acceptance of Ward Way was tabled.

Article 12, Land transfer to Conservation Commission, involves a parcel on Sierra Drive.

Motion: by Selectman Hanson to recommend approval of Article 12, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 11, Home Rule Petition authorizing the continued employment of the Fire Chief, would extend the Chief's employment past the age of 65 for two years.

Motion: by Selectman Hanson to recommend approval of Article 11 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 10, CPC Land Acquisition-255 Acton Rd. was previously explained.

Motion: by Selectman Hanson to recommend approval of Article 10 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 9, Return unexpended CPC Appropriations to the general CPC Fund, is for the unused funds that had been allocated for Garrison House and Fiske Barn improvements.

Motion: by Selectman Hanson to recommend approval of Article 9 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 8-Transfer Funds from the sale of graves and lots to the Cemetery Improvement Fund, will allow for site work at the Fairview Cemetery.

Motion: by Selectman Hanson to recommend approval of Article 8 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 2-Sewer Construction Stabilization Fund, will account for interest earnings on betterments and capital construction fees.

Motion: by Selectman Hanson to recommend approval of Article 2 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 6-Transfer E-rate Reimbursement to the School Department, is an annual article.

Motion: by Selectman Hanson to recommend approval of Article 6 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 4-Compensated Absences Fund, would put money into a reserve fund, to be drawn upon for employees who are leaving Town employment. This benefit was frozen 20 years ago, but there are still 52 employees left that would be affected. The Town Manager annually has recommended \$100,000.00 as a budget item, the Finance Committee is recommending \$565,210.00 be put into the fund to take care of the Town's entire obligation while the free cash is available. Selectman Lane recommended that some free cash be used for tax relief, as per the Board's policy, which he read into the record. Mary Frantz, Chairman of the Finance Committee explained the Committee supported full funding of this line item as a way to eliminate a budget item, and tax relief would be provided by having reduced future spending. Further discussion was tabled.

Article 7-Amend Fiscal Year 2013 Operating Budget to account for additional Chapter 70 Aid received from the State, and additional savings realized from non-excluded debt and interest. The school department would use their part of the funding for assessment processes, cameras and other expenses. The other funding would be used to add two police officers back to the department. The Finance Committee has recommended that the school expenses be funded out of free cash as a way to further decrease future expenses. They have not voted on this article yet. Further discussion by the Board of Selectmen was tabled.

Article 3-Other Post-Employment Benefits Liability (OPEB) Trust Fund, is a proposal to address the increasing liability of retiree health insurance costs. The Finance Committee is recommending \$2 million be put into this fund, while the Town Manager is proposing that \$1.2 million be put in. Further discussion tabled.

Article 5-General Stabilization Fund, is a request by the Town Manager to transfer \$1.6 million into this fund, while the Finance Committee is recommending a different amount. Various tax implications were discussed. Further Discussion was tabled.

Selectmen Liaison Reports and Referrals

Selectman Lane:

-Condolences were given to the family of Gitte Tringale, who passed away recently.

Selectman Wojtas:

-The Library will be holding its annual book sale from September 28-30, 2012.

-Newest Eagle Scouts Alex Bottomly and Benjamin Gilman were congratulated for their achievement.

Selectman Dixon:

-Compliments were given to the Permanent Building Committee and the North Town Hall Advisory Committee on their efforts with the opening of North Town Hall. The grand opening was last Friday.

Selectman Hanson:

-Residents were reminded his Office Hours are held every Thursday from 5-6PM at the Java Room.

Chairman Kurland:

-Contact information for questions for the Third Congressional Candidates forum being held on September 30, 2012, in Concord, was provided.

-Residents were reminded that November 6 is Election Day, and the last day to register to vote is October 17, 2012.

-The Chelmsford Center of the Arts is holding an exhibit on Travel from October 4-28, 2012. Campbell's Comedy Corner is being hosted on October 6-tickets are \$15.00. A dance is being hosted on October 12; tickets are \$10.00

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 10:07PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Flyer regarding Stewards of Children
- List of Committee Vacancies
- Supporting Documents for Energy Management Services
- Supporting documents for Victory Distributors dba Hannaford
- Supporting documents for 186 Communications pole petitions
- Supporting documents for Brownfields Redevelopment Grant for Katrina Road
- Committee application
- Draft minutes for July 30, 2012 meeting
- Purchase and Sale Agreement for parcel at Pine Hill & Galloway Rd.
- Purchase and Sale Agreement for 255 Acton Road
- Draft Volunteer Recognition Policy and CIVIC Committee charge
- Information regarding Zoning Town Meeting Articles
- Fall Town Meeting Warrant Article Summary
- Fall Town Meeting Warrant
- Special Town Meeting Warrant

OCT

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, October 1, 2012

Time:

7:00 pm

Location:

Town Office

Room Number:

204

Name of Building

50 Billerica Rd

Street Address

Corina G. Maloney

T. B. J. 9/26/12

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2012 SEP 20 PM 3: 50

TOWN OF CHELSEA
ONORINA Z. HALL CHIEF
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Work Session

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, October 15, 2012

Time:

6:30 pm

Location:

Senior Center

Room Number:

Name of Building

75 Grafton Rd.

Street Address

Corinne B. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

7.14.12

RECEIVED

2012 SEP 20 PM 3: 58

TOWN OF CHELSEA
ONORINA Z. HALLONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Cancelled

10/17/13

JD

Work Session

Name Of Department or Board: _____

Board of Selectmen

Date of Meeting: _____

Thursday, October 18

Time: _____

6:30 pm

Location: _____

Senior Center

Room Number: _____

Name of Building

75 Ciclan Rd

Street Address

Corinne B. Maloney

Town Clerk's Signature

J. Dineen 9/20/13

Clerk/Bd. Member & Date

RECEIVED

2012 SEP 20 PM 3: 58

TOWN OF CHELSEA
ONORINA Z. FLOREY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, October 22, 2012

Time:

7:00 PM

Location:

Town offices

Room Number:

204

Name of Building

SE Billerica Rd.

Street Address

Corinne B. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

J. H. Brown 9/20/12

RECEIVED

2012 SEP 20 PM 3: 57

TOWN OF CHELSEA
ONORINA J. ITT LONEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

October 1, 2012

Town Offices 50 Billerica Rd.

RECEIVED

2012 SEP 27 PM 12:28

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

-

Open Session

Committee Vacancies

Scheduled Business

- 7:30 p.m. • Continuation of Public Hearing, Beer & Wine Package Store License – Victory Distributors dba Hannaford

Town Manager Reports

- a) Parker School Wetlands Remediation
- b) Chelmsford Country Club, Clubhouse

Town Manager Appointments

- a) Economic Development Commission

Meeting Minutes

- a) Regular Meeting Minutes – August 13, 2012
- b) Regular Meeting Minutes – August 27, 2012
- c) Public Input Session Minutes – September 17, 2012

Unscheduled Business

- a) Second Reading - Revision to Volunteer Recognition Policy
- b) Vote Board of Selectmen position on Town Meeting Warrant Articles

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

Next Regular Meeting: October 22, 2012

Approved 11/19/2012

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2012 NOV 20 PM 4:29

TOWN OF CHELMSFORD
ON ORDINANCE
1

**Regular Meeting MINUTES
October 1, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

There were no Public Service Announcements for this meeting.

Open Session

Susan Gates, 7 Trotting Rd., announced the October events coming up for the Chelmsford Center for the Arts. Complete information is available on their website

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Town Manager Reports

Parker School Wetlands Remediation

Gary Persichetti, DPW and Facilities Director, reported that cleanup, erosion control installation, seeding, and matting have been completed at this site. Drainage improvements will be incorporated into the restoration plan, which will be implemented in Spring 2013. Total costs to date are \$10,882.82, of which \$4,846.90 is for supplies.

Chelmsford Country Club, Clubhouse

Gary Persichetti explained this building was originally a home, and additions were built over time, before the Town owned the property. About a month ago it was noticed that three window tops were bulging out, and it was discovered that a 24' beam had turned. The beam was replaced. Existing roof trusses were not properly installed when this particular addition was built. The existing roof has no lateral stability. Mr. Persichetti stated the options are to remove the addition, remove the function hall, or renovate the entire building. The estimated cost to rebuild the faulty addition is \$80,000-100,000.00. Mr. Cohen recommended that the function hall be removed and replaced with a deck. The kitchen, bar area, and pro shop would remain. Revenue from the function hall is minimal, now that the Elks and Town Hall buildings are hosting events.

Mr. Cohen agreed to obtain estimates to rebuild the function hall; however he does not feel the cost is justifiable at this time.

Town Manager Appointments
Economic Development Commission

Motion: by Selectman Hanson to approve the Town Manager's appointment of Brendan Gill to the Economic Development Committee for a term ending June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Meeting Minutes
Regular Meeting Minutes-August 13, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of August 13, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Regular Meeting Minutes-August 27, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of August 27, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Public Input Session Meeting Minutes-September 17, 2012

Motion: by Selectman Hanson to approve the Public Input Session Meeting Minutes of September 17, 2012 as presented. Seconded by Selectman Wojtas. Selectman Dixon abstained, all others in favor. **Motion carries.**

Unscheduled Business
Second Reading-Revision to Volunteer Recognition Policy

Selectman Wojtas and Hanson were thanked for their work on creating this policy.

Motion: by Selectman Hanson to approve the Volunteer Recognition Policy as amended. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve the charter for the Community Involvement and Volunteerism in Chelmsford (CIVIC) Committee as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

The new committee will have seven members.

Vote Board of Selectmen Position on Special Town Meeting Warrant Article

Article 1, to purchase three parcels of land totaling 30-acres situated at the intersection of Pine Hill & Galloway Roads. Mr. Cohen explained this land would be protected under an Agricultural Preservation Restriction. The price of the parcel is \$1.55 million, plus \$20,000.00 for closing costs. The Finance Committee and the Community Preservation Committee have voted to support this article. There are five years remaining on a six year lease agreement that will be honored at \$1,200.00/per year.

Motion: by Selectman Hanson to recommend approval of Article 1 of the Special Fall Town Meeting Warrant as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Scheduled Business

Continuation of Public Hearing, Beer & Wine Package Store License-Victory Distributors dba Hannaford

Attorney Karen Simao was present with Sean O'Connor and Tanya Rice on behalf of the applicant. The Board received the package of information that was couriered today. Atty. Simao was familiar with the Board's past decisions regarding this type of license and public need considerations. She understood that the reason for the denial of a previous applicant was for lack of past experience of the operator. She assured the Board this was not the case with her client, who has 30 years of experience with this type of license. The applicant feels public need is evident based on their experience and traffic volume and per the request of their customers. The applicant received over 300 unsolicited signatures to a petition in a two day period in support of this license. The applicant would be willing to submit to periodic reviews to alleviate any concerns. Atty. Simao felt that competition was not a factor that the Board should consider, and that this is a different type of establishment than the two nearby competitors.

In response to a question by Selectman Lane, Mr. O'Connor explained that if an alcohol purchase is made at a self-checkout, the process is stopped and an associate must come to the register.

Audience Comments:

Clare Jeannotte, Hawthorne Lane, explained she watched the previous meeting, and re-read the Board's policy regarding the issuance of this type of license. She noted all seven full service licenses are granted, but none of the seven partial service licenses have been granted. She felt the license should be granted for the convenience of Town residents, and not denied based on location or the presence of competitors.

Dan McLarney, 43 Drexel Dr., stated he shops at Hannaford and does not see a need for this service at this location. Alcohol does not need to be everywhere.

Motion: by Selectman Hanson to close the Public Hearing for Victory Distributors dba Hannaford. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to deny the application for a Beer and Wine Package Store License for Victory Distributors dba Hannaford based on there already being a full service liquor store behind this location and a nearby convenience store selling beer and wine; BOS policy section 3-5c mandates that package store licenses be geographically separated; and the recommendation of the Chief of Police, as well as the long standing policy of the Board that these licenses be denied. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectmen Wojtas, Dixon and Lane agreed that the Board's policy on this issue should be further reviewed.

Vote Board of Selectmen Position on Town Meeting Warrant Articles

Article 18, Parking Stall Dimensions, was supported by the Planning Board.

Motion: by Selectman Hanson to recommend approval of Article 18, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Article 19, Site Plan Storm Water regulations, was also recommended for approval by the Planning Board.

Motion: by Selectman Hanson to recommend approval of Article 19, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Articles 13, 16 & 17 have not been voted on by the Planning board to date, and votes by this Board were tabled.

Discussion on Articles 3, 4, 5 and 7 were combined as they all revolved around the allocation of the Free Cash account. Chairman Kurland asked how this account had gotten so high, and it was explained that a number of one-time payments were received, as well as an Educational Jobs Grant that was received. Others items included in Free Cash: Medicare reimbursement (it was noted that this will be the last year for this payment); a parcel of real estate was auctioned off; last year's mild winter reduced the actual usage of the snow and ice budget; the Town received a FEMA reimbursement for the October snow storm; the Wheelabrator lawsuit was settled; some town departments returned money to the budget; and the reserve fund was not expended, so those funds were returned.

Mary Frantz of the Finance committee explained that tax relief should not be obtained via one-time payments, because the cushion will not be there in future budgets. One-time money should be used for one-time expenses. Lower taxes can be obtained through lower spending, and considerations for return on investment and bond ratings must be given. The OPEB liability needs to be addressed. The Finance committee supports Article 2, Sewer Reserve, and fully funding Article 4, Sick Time Buyback. A higher amount should be considered for Article 5, OPEB, due to the uncertainty of State funding requirements in the future.

Ms. Frantz described how an average tax bill is configured, and she provided examples of the long term effects of using funds and providing tax relief in various ways. Some budget items will increase every year and the school department will need to have more discussions on their long term goals. One goal of the Finance Committee is to try to keep future taxes as stable as possible without big jumps from year to year.

Chairman Kurland noted that there are projects in town that people want to see completed. The Stabilization Fund becomes important when certain opportunities arise, and the capital budget cannot absorb it all.

Selectman Lane supported using a portion of Free Cash for tax relief, and does not support putting a lot into OPEB because the State has not finished its evaluation yet. Mr. Cohen stood by his recommendations, as he does not feel the State is going to fund OPEB, and the obligations to future generations must be kept in mind. OPEB obligations were a noted concern in the Town's rating report.

Chairman Kurland felt the Finance Committee's recommendations would be easier on the taxpayer, and large changes in tax bills would be minimized. Mr. Cohen provided a compromise/consensus recommendation with adjusted figures, and noted that the request for two police officers was not a request to add positions, but to restore positions that were previously reduced.

Selectman Wojtas spoke in favor of the proposal submitted by the Town Manager, noting that many taxpayers are challenged at this time to continue to make all their required payments. She believes that tax relief, in any amount, will be welcomed.

Motion: by Selectman Hanson to recommend approval of Articles 3, 4, 5 & 7 with the adjusted dollar amounts as suggested by the Town Manager's compromise plan to include the addition of

two police officers, as presented this evening. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

- An update was requested on the McCarthy Middle School parking lot being used as a cut through. Mr. Cohen advised that police are monitoring the situation, and signage is pending.
- A Holiday Bazaar to benefit the Chelmsford Dog Association is being held on November 17 at St. John's Church from 9AM-3PM. For more information, contact Amy Ingram.
- The Lions Club was commended for a successful "A Common Day" event.
- There are bricks from Skip's Restaurant still available for sale to support Lions Club activities. Contact information was provided.

Selectman Wojtas:

- The Board of Health is sponsoring a flu clinic at the Senior Center on October 12, 2012 from 4-7PM.
- The Fire Department is hosting an Open house on October 14, starting at 11AM.
- The Library will be open on Sundays from 1-5PM starting after Columbus Day, through May.

Selectman Dixon:

- Condolences were given to the family of Jeff Taylor, of the Highway Department, who recently passed away.
- Condolences were given to the family of Nick DeSilvio, whose father recently passed away.

Selectman Hanson:

- Residents were encouraged to apply for a position on the newly formed CIVIC Committee.
- Office hours will be held on Thursdays from 5-6PM at the Java Room.

Chairman Kurland:

- Residents were urged to register to vote by October 17th.
- Office hours will be held at the Java room this Saturday starting at 9AM.
- Phil Stanway will be at Sunny Meadow Farm on Saturday for anyone interested in seeing the land that will be considered at Town Meeting.

Press Questions

No one came forward at this time.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 9:50PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Structural Review report for Chelmsford Country Club
- Committee Application for Brendan Gill

Approved 11/19/2012

- Draft Meeting minutes 8/13/12, 8/27/12, and 9/17/12
- Revised Volunteer Recognition Policy, and CIVIC Committee charge
- Supporting Documents for Victory Distributors dba Hannaford
- Fall Town Meeting Warrant Article Summary



CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

October 15, 2012

Senior Center 75 Groton Rd.

RECEIVED

2012 OCT 11 PM 12:35

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

6:30 p.m.

Call to Order

- Sign Warrant for Presidential Election
- Vacate Tax Foreclosure Judgment
- Vote on Town Meeting Warrant Articles
- Recognition of Public Service

Next Regular Meeting: October 22, 2012

Town of Chelmsford
Board of Selectmen Minutes
75 Groton Road
North Chelmsford, MA 01863

**Work Session MINUTES
October 15, 2012**

RECEIVED

2012 NOV -6 PM 2:47

TOWN OF CHELMSFORD
ONORIN Z. WALONEY
TOWN MANAGER

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chair
Patricia Wojtas, Clerk
George Dixon, Jr., Selectman
James Lane, Selectman

Paul Cohen, Town Manager

Chairman Kurland called the meeting to order at 6:30 PM.

Election Warrant

Motion: by Selectman Hanson to sign and post the warrant for the Presidential Election on November 6, 2012. Seconded By Selectman Wojtas. **Motion carries, unanimous.**

Vacate tax foreclosure

The Town Manager explained the circumstances of the tax foreclosure for the subject property, and noted that the owners have paid all back taxes and associated fees.

Motion: by Selectman Hanson to vacate the tax foreclosure for the property at 4 Bentley Lane. Seconded By Selectman Wojtas. **Motion carries, unanimous.**

Town Meeting Article Recommendations

Motion: by Selectman Hanson to recommend approval of Article 13 on the Town Meeting Warrant. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Regarding Article 14, the Town Manager reported that efforts are being taken to work with the property owner for a satisfactory resolution, in lieu of taking an easement. He noted that, even if passed by Town Meeting, those efforts can continue.

Motion: by Selectman Hanson to recommend approval of Article 14 on the Town Meeting Warrant. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 16 on the Town Meeting Warrant. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to recommend approval of Article 17 on the Town Meeting Warrant. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Public Service Recognition

The Town Manager presented proposed designations to recognize the extensive public service of two residents, to be publicly announced at some future date.

Motion: by Selectman Hanson to approve the public service recognition designations as proposed. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Announcements

Chairman Kurland announced that the Board will meet with a group of scouts prior to the November 5 meeting.

Selectman Wojtas reported that the Drum Hill/Wood Street/Rourke Bridge work group is evaluating the possibility of proposing a new Merrimack River crossing in the vicinity of Vinal Square.

Selectman Wojtas suggested that Eric Smith be invited to a meeting in the near future to present him with a certificate of appreciation for his recent fund raising on behalf of the Veterans Administration Hospital.

Adjournment

Motion: by Selectman Hanson at 6:55PM to adjourn. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Patricia Wojtas, Clerk



CHELMSFORD BOARD OF SELECTMEN
MEETING AGENDA
October 18, 2012

RECEIVED

2012 OCT 11 PM 12:35

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Senior Center
75 Groton Rd.

6:30 p.m. Call to Order

Executive Session

- Town Counsel – Litigation Update

Next Regular Meeting: October 22, 2012

Cancelled

2023-10-10 11:11:11



CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

October 22, 2012

Town Offices 50 Billerica Rd.

RECEIVED

2012 OCT 18 PM 12: 20

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Trick or Treating Hours – October 31, 5:00 – 8:00 PM

Open Session

Committee Vacancies

Scheduled Business

- Common Victualer License – Sugar Bake Shoppe, 12 Chelmsford St.
- Change of Owner – Veneto's Ristorante

Town Manager Reports

- a) Synthetic Recreational Fields Committee

Town Manager Appointments

- a) Commission on Disabilities

Meeting Minutes

- a) Regular Meeting Minutes – September 10, 2012
- b) Work Session Minutes – October 15, 2012

Unscheduled Business

- a) Submit Home Rule Petition to the State Legislature for Continued Employment of the Fire Chief
- b) Acceptance of Deeds for Sheehan Farm and 255 Acton Road

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

- For the purpose of litigation update by Town Counsel (list attached))

Next Regular Meeting: November 5, 2012

Attachment to Board of Selectmen Agenda - Executive Session 10/22/2012

RECEIVED

2012 OCT 18 PM 12:20

GENERAL LITIGATION

1. DiNapoli v. Vrouhas, Inc., Spiro Vrouhas Individually and the Town of Chelmsford
Norfolk Superior Court, C.A. No. 11 CV 957
(05600-0197-JTB)
2. Mazurczyk v. Chief of Police of the Town of Chelmsford
Middlesex Superior Court C.A. No. 2012-1989-L2
(05600-0270-JC)
3. Town of Chelmsford Board of Selectmen v. Vaccaro, et al.
Lowell District Court C.A. No. 1211 CV 165
(05600-0217-JTB)
4. USAA Properties v. Chelmsford Board of Assessors
Appellate Tax Board Docket No. F 293813
(05600-0303-JTB)
5. Van Liew v. Town of Chelmsford Board of Selectmen, et al.
Middlesex Superior Court C.A. No. 12-0192-L
(05600-0266-JMS)
6. Van Liew v. Town of Chelmsford Board of Selectmen, et al.
Middlesex Superior Court, C.A. No. 12-1581
(05600-0267-JMS)

LABOR

7. Local 1839 and Town of Chelmsford
Fire Union ULP/Kivlan
DLR Case No. MUP-12-2093
(05600-0272-BMM)

LAND USE

8. Brooks, et al. v. Chelmsford Zoning Board of Appeals
Land Court Misc. No. 386133
(05600-0222-MBB)
9. Burdo v. Chelmsford Zoning Board of Appeals
C.A. No. 12MISC470368-RBF
(05600-0274-PAC)
10. Diodati, et al. v. Town of Chelmsford, et al.
Land Court Case No. 10MISC436806
(05600-0252-PAC)
11. Heider et al. v. Chelmsford Zoning Board of Appeals
Middlesex Superior Court, C.A. No. 08-3924
(05600-0223-MBB)
12. Parlee v. Chelmsford Planning Board
Middlesex Superior Court C.A. No. MICV2012-02718
(05600-0271-PAC/BJW)

13. Town of Chelmsford, by and through its Building Commissioner/Zoning Enforcement Officer v. O'Mally, et al.
Middlesex Northeast Housing
(05600-0276-BJW)

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2012 OCT 18 PM 12:20

SEWER RELATED LITIGATION

TOWN OF CHELMSFORD
ONORINA Z. BAI
TOWN CLERK

14. Kelly v. Town of Chelmsford (VI)
Middlesex Superior Court, C.A. No. 2011-00741
(05606-0012-JTB)
15. Shyjan, et al. v. Town of Chelmsford, et al.
Middlesex Superior Court C.A. No. MICV2011-03862-L
(05606-0019-JTB)
16. Town of Chelmsford v. Butkiewicz
Middlesex Superior Court, C.A. No. 11-4032
(05606-0014-JDU)
17. Town of Chelmsford v. Collette
Middlesex Superior Court, C.A. No. 11-4028
(05606-0017-JDU)
18. Town of Chelmsford v. JayJoe Realty, LLC
Middlesex Superior Court, C.A. No. 12-2470
(05606-0030-JDU)
19. Town of Chelmsford v. Khor
Middlesex Superior Court, C.A. No. 12-572
(05606-0020-JDU)
20. Town of Chelmsford v. McCarron
Middlesex Superior Court, C.A. No. 11-4031
(05606-0016-JDU)
21. Town of Chelmsford v. McDonough
Middlesex Superior Court, C.A. No.
(05606-0026-JDU)
22. Town of Chelmsford v. McGovern, et al.
Middlesex Superior Court, C.A. No. 12-2471
(05606-0028-JDU)
23. Town of Chelmsford v. O'Neil
Middlesex Superior Court, C.A. No. 11-4031
(05606-0015-JDU)
24. Town of Chelmsford v. Rounds
Middlesex Superior Court
(05606-0024-JDU)
25. Town of Chelmsford v. Saing
Middlesex Superior Court
(05606-0023-JDU)

Approved 12/3/2012

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 JAN -2 PM 1:48

TOWN OF CHELMSFORD
ON NOTICE
TOWN CLERK

**Regular Meeting MINUTES
October 22, 2012**

Attending:

Jon Kurland, Chairman

Paul Cohen, Town Manager

Matthew Hanson, Vice Chairman

Patricia Wojtas, Clerk

James Lane, Selectman

George Dixon, Jr., Selectman

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

Trick-or-Treating Hours-October 31, 2012 5:00-8:00PM

Chairman Kurland made this announcement.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

Common Victualer License-Sugar Bake Shoppe, 12 Chelmsford St.

Kathleen Kelly was present for questions. This business was previously situated in Westford, and baking was done in Billerica. This new location will allow her to have seating and do the baking in one location.

Motion: by Selectman Hanson to approve a Common Victualer License to Sugar Bake Shoppe, to be exercised on the premises at 12 Chelmsford Street, with a seating capacity of 26, for the hours of : Weekdays: 8:00AM-6:00PM, Saturdays: 7:00AM-3:00PM, Sundays: by appointment only. Motion is contingent upon providing the Town with evidence of workers compensation insurance. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Change of Owner-Veneto's Ristorante

Kirollos Riad was present for questions, of which the Board had none.

Motion: by Selectman Hanson to approve a Common Victualer License to Kirollos & Milad LLC, d/b/a Veneto's Ristorante, to be exercised on the premises at 17 Vinal Square, with a seating capacity of 28, for the hours of operation: Weekdays: 10:00AM-11:00PM, Sundays: 10:00AM-10:00PM. Contingent upon providing the Town with evidence of workers compensation coverage. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

Synthetic Recreational Fields Committee

Mr. Cohen reported that an informal exploratory committee has been researching synthetic recreational fields, assessing existing fields and speaking with users. This type of field is becoming more popular in other communities, and has the potential to generate revenue which would be put into a fund to pay for its maintenance. A request was made to form a nine person formal committee to do planning for funding and installing synthetic fields at McCarthy Middle School and the High School. Some work could be funded through a CPC appropriation, other funds could be raised via grants, capital expenses, and fundraising. Appointments for the Committee will be finalized at the next meeting.

Open Session (reopened)

Susan Gates spoke on behalf of the Chelmsford Center of the Arts to announce their Beaux Arts Ball being held on November 10, 2012. Ticket locations were listed, everyone is welcome.

Town Manager Appointments

Commission on Disabilities

Motion: by Selectman Hanson to approve the Town Manager's appointment of Stephanie Bush to the Commission on Disabilities for a term ending June 30, 2014. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-September 10, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of September 10, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Work Session Minutes-October 15, 2012

Motion: by Selectman Hanson to approve the Work Session Meeting Minutes of October 15, 2012 as amended. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

Submit Home Rule Petition to the State Legislature for Continued Employment of the Fire Chief

Motion: by Selectman Hanson to authorize the Town Manager to submit a Home Rule Petition for the Continued Employment of the Fire Chief. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Acceptance of Deeds for Sheehan Farm and 255 Acton Rd.

Motion: by Selectman Hanson to accept the deed for Sheehan Farm as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to accept the deed for 255 Acton Rd. as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

Approved 12/3/2012

- The Center Village Master Plan Committee had a Public Input Session at which 30-35 people attended. There will be a presentation by Finepoint Associates on housing on October 23, 2012 at 7PM.
- The Mass Municipal Association breakfast held in Billerica was very informative.

Selectman Wojtas:

- Legislators at the MMA breakfast are advocating for increased regionalization of municipal services.
- On October 23, the School Committee is holding a Public Input forum at their Administrative Office at 7PM. This session will not be televised.
- The Library is holding a program on October 24, 2012 about "Greening Your Holidays".
- On November 8, the Drum Hill/Rourke Bridge Corridor Study committee is holding a Public Input session at 6:30PM at the Lowell Elks. They are looking for input regarding proposals to construct a new bridge spanning the Merrimack River, possibly in the Vinal Square area.

Selectman Dixon:

- Kronos celebrated their 35th anniversary on October 15. Governor Patrick and Congresswoman Niki Tsongas attended the event. It is believed that the TIF agreement with the town helped them decide to keep their headquarters in Chelmsford.
- Many good ideas were presented at the Center Village Master Plan Public Input Session.

Selectman Hanson:

- The CIVIC Committee is looking for members. A summary of the group's mission was provided.
- Office hours will be held on Thursday from 5-6PM at the Java Room.

Chairman Kurland:

- The Chelmsford Rotary Club is sponsoring a blood drive at the Senior Center on October 25, 2012.
- A fundraising comedy event for the Rotary Club is being held at the Chelmsford Elks on October 26, 2012.
- The Chelmsford Center of the Arts is hosting "Yes, My Darling Daughter" on October 26 and 27, 2012.
- Office hours will be held on November 3, 2012 starting at 9AM at the Java Room.
- November 6, 2012 is Election Day-residents were urged to vote.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Hanson to enter into Executive Session at 7:30PM, not to return to Regular Session, for the purpose of receiving an update by Town Counsel on pending litigation.
Seconded by Selectman Wojtas.

Roll Call Vote:

Selectman Lane: Aye
Selectman Wojtas: Aye
Selectman Dixon: Aye
Selectman Hanson: Aye
Chairman Kurland: Aye

Respectfully Submitted,

Vivian W. Merrill,

Approved 12/3/2012

Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Supporting documents for Sugar Bake Shoppe
- Supporting documents for Veneto's Ristorante
- Statement for the Synthetic Recreational Fields Committee
- Committee Application for Commission on Disabilities
- Draft meeting minutes for September 10, 2012 and October 15, 2012
- Town Meeting article approving Home Rule petition for extension of employment for Fire Chief
- Supporting documents for the Acceptance of Deeds

NOV

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board: Board of Selectmen

Date of Meeting: Monday November 5, 2012 Time: 7:00 pm

Location: Town Office Room Number: 204

Name of Building

50 Rellouca 761

Street Address

Quinn B. Malone

J. L. Greene 12/11/12

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2012 OCT 17 PM 2:56

TOWN OF CHELSEA
ONORINA Z. MALONEY
TOWN CLERK

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, November 19, 1924 Time: 7:00 pm

Location:

Town Office

Room Number:

204

Name of Building

Southwell House

Street Address

William B. Malone

J. B. Green 10/17/12

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2012 OCT 17 PM 2:56

TOWN OF CHELSEA
ONORHA Z. MALONEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

November 5, 2012

Town Offices 50 Billerica Rd.

RECEIVED

2012 NOV -1 PM 3:28

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- 10 Year Recognition as Town Meeting Rep. for Thomas R. Fallon
- Regina Jackson - Veteran's Day Proclamation

Open Session

Committee Vacancies

Scheduled Business

- Patrick Maloney – DPW Interior Renovations Bid Award
- One Day Beer & Wine License – CCA Gala, Nov. 10, 2012
- One Day Beer & Wine License – Chelmsford Garden Club, Nov.14, 2012
- Roadside Vendor License – North Pole Christmas Trees, 95 Drum Hill Rd.
- Roadside Vendor License – Almo's Flower & Garden Center
- Increased Capacity, Extension of Hours – Center Brickhouse Nov.21, 2012

7:30 p.m. • Tax Classification Hearing

Town Manager Reports

- a) Hurricane Sandy Response

Town Manager Appointments

- a) Synthetic Recreational Fields Committee

Meeting Minutes

- a) Executive Session Minutes – October 22, 2012

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

Next Regular Meeting: November 19, 2012

of 1000

Approved 12/17/2012

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 JAN -2 PM 1:48

TOWN OF CHELMSFORD
ONORING
15

**Regular Meeting MINUTES
November 5, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM. Boy Scout Troop 107 led the Pledge of Allegiance.

Public Service Announcements

10 Year Recognition as Town Meeting Rep. for Thomas R. Fall

Certificate of Achievement was read by Selectman Hanson and accepted by Mr. Fall.

Veterans Day Proclamation-Regina Jackson

Mrs. Jackson summarized the events being held on November 11, 2012 in commemoration of Veterans Day. A Proclamation was read by Selectman Hanson, and accepted by Ms. Jackson.

Open Session

Joanne Stanway, 6 Lantern Lane, announced today was the 7th anniversary of the Chelmsford Open Space Stewardship. The group estimates it has provided donated work and borrowed equipment valued at approximately \$600,000.00 in service to the Town. Local businesses that have assisted them, and past events were listed. The Day Before Thanksgiving Walk will be held on November 21, 2012, starting at 2PM, and the amazing Tree Scavenger Hunt will also kickoff the same day. Contact information was provided.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

Patrick Maloney-DPW Interior Renovations Bid Award

Mr. Maloney advised that 15 bids were received for Phase 2 of the DPW project. Work will include interior build-out, façade work, electrical, mechanical, plumbing and heating work. It is expected to take six months to complete this phase of work.

Motion: by Selectman Hanson to approve the bid for Phase 2 of the DPW Alpha Road facility work to M. O'Connor Contracting, Inc. of West Roxbury in an amount not to exceed

\$2,636,000.00 as presented, contingent on the approval of the Permanent Building Committee at their November 6, 2012 meeting. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

One Day Beer and Wine License-CCA Gala, November 10, 2012

Susan Gates explained the event is their Beaux Arts Ball being held as a fundraising event. Deb Varnum is the TIPS Certified bartender. Event and ticket information was provided

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to Chelmsford Center for the Arts for November 10, 2012 for the hours of 5:30PM-11:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

One Day Beer and Wine License-Chelmsford Garden Club, November 14, 2012

Mary Lou Murphy explained the event is a Fashion Show being held at the Chelmsford Center for the Arts. Arnold Lovering will be the TIPS certified bartender.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to the Chelmsford Garden Club for November 14, 2012 for the hours of 5:00PM-10:30PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Roadside Vendor Application-North Pole Christmas Trees

Ilan and George Kessler were present for questions. This will be their fourth year selling Christmas trees and wreaths at this location.

Motion: by Selectman Hanson to approve a Roadside Vendor License to North Pole Christmas Trees, from November 21, 2012-December 25, 2012, from 9:00AM-9:00PM to be exercised on the premises at 95 Drum Hill Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Roadside Vendor Application-Almo's Flower and Garden Center

Andre Daigle was present for questions. The operation will be the same as last year.

Motion: by Selectman Hanson to approve a Roadside Vendor License to Almo's Flower & Garden Center, for the sale of Christmas Trees, wreaths and related items from November 20, 2012-December 31, 2012, from 8:00AM-8:00PM to be exercised on the premises at 55 Graniteville Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Center Brickhouse Pizza-Increase in Capacity and Hours for November 21

Atty. Angelique Eliopoulos spoke on behalf of the applicant, to request an extension of hours on November 21st, where the applicant will close at 2:00AM instead of 1:00AM, and to increase seating from 94 people to 250 people. Similar requests have been granted for the prior three years; a plan was provided showing where the tent will be erected. There will be a separate bar and two entrances for the tent, which will hold 176 people, while the restaurant will continue to hold 74 people. Security will be the same as last year. A DJ will provide music, and police will be present for crowd control. All neighbors are aware of this proposal. The applicant is working with Deputy Ryan at the Fire Dept. for a permit for propane heat if the weather is very cold. The sign-off sheet is pending, and Atty. Eliopoulos provided draft language for a motion. Police and firefighter details will be the same as last year, and there is an adequate amount of security and a crowd control manager. The tent will be certified for flame retardant material rating. Parking will be in the same locations as last year.

Atty. Eliopoulos was provided a copy of the Fire Department letter, as she had not received it. The applicant will have no issues with any of their requests.

Motion: by Selectman Hanson to approve an increase in capacity from 94 to 250 patrons and an increase in hours from a 1:00AM closing to a 2:00AM closing at Center Brickhouse Pizza for November 21, 2012 with the following conditions:

- Obtain permits for both the temporary 30' x 40' tent and temporary propane heating from the Building Dept. and Fire Dept. Building permits require site plan, seating plan or interior layout of tent including means of egress openings and flame spread certificate of tent.
- Capacity inside the premises will remain at 74.
- Capacity in the tent shall not exceed 176.
- Tent shall be erected and ready for inspection no later than the morning of November 21, 2012.
- Tent must comply with Mass. State Building codes, Board of Fire Prevention Regulations and MGL 148 Fire Prevention.
- A 30 foot separation from the building and tent is required unless tent is constructed with greater than one-hour rated material.
- Two lighted exit signs for egress openings
- obtain electrical permit for temporary signs
- Two police officers shall be on duty, and two firefighters shall be on duty.
- A crowd control manager will be on duty during the hours of operation.
- Motion is contingent upon compliance with the letter from the Fire Department dated November 1, 2012.

Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Tax Classification Hearing

Chairman Sam Chase introduced the Board of Assessors' newest member, Elissa Magnant. Mr. Chase explained the purpose of the hearing was to determine if the Town would utilize a single or split tax rate. It was noted that real estate evaluations were down from last year, and that new growth is not limited to new construction, but includes renovations and expansions. This year total new growth on residential personal property increased 63%. The town has traditionally taxed to the full limit, but this year, due to a large amount of free cash, it will not tax to the full limit. The Board saw a 52% return rate on the income/expense sheets sent out annually to commercial taxpayers, which helps keep the market data more accurate. Fifty two requests for residential abatements were received for 2012, of which 29 were granted. Forty three requests for commercial abatements were received, of which 11 were granted.

Chief Assessor Frank Reen explained Department of Revenue activities and described the available exemptions. Sample sales data were provided for different classes of property. Data on area communities was shown for 2000-2012. The state's certification of the valuations was received a week ago, and was different from what he was expecting at the time of Town Meeting.

Mr. Cohen explained that several communities found themselves with a high free cash figure. Chelmsford had some money returned from several departments, and received some one-time payments.

No comments were received from the audience.

Motion: by Selectman Hanson to continue the annual hearing on Tax Classification to November 19, 2012, at 7:30PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

Hurricane Sandy Response

Mr. Cohen acknowledged that the major impact of this storm was not felt in Chelmsford. The Public Safety Team were thanked for their efforts. Positive feedback was received regarding street cleaning of debris; most of this work was done by Town employees. There was no immediate response from National Grid even 18 hours after the storm. Billerica and Westford reported the same response, with only one tree crew in each town. Most residents had their power restored by Thursday. It was noted that National Grid's communication liaison was not effective, and online information was not accurate. The Town's emergency shelter/comfort station was only open one day, as there was not a demand for that service.

Chairman Kurland noted that DPW is not allowed to remove trees with wires in them. Chairman Kurland requests that residents with chronic power issues contact him or the Town Manager's office so this issue can also be addressed with National Grid.

Selectman Wojtas agreed that this year's response from National Grid was dismal, and she disagreed with the Governor's assessment that response was good.

Town Manager Appointments

Synthetic Recreational Fields Committee

Appointees were listed, and formal approval of the appointments was requested.

Motion: by Selectman Hanson to approve the Town Manager's appointment of Frank Tiano, Janet Askenberg, Nick DeSilvio, Scott Moreau, Dave Callahan, Kathleen McWilliams, George Dixon, and Matt Hanson to the Synthetic Recreational Fields Committee, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Meeting Minutes

Executive Session Meeting Minutes-October 22, 2012

Motion: by Selectman Hanson to approve but not release the Executive Session Meeting Minutes of October 22, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

- Members of the Emergency Response Team were complimented for the efforts during Hurricane Sandy. It was noted that drain cleaning was made difficult because of falling leaves.
- COSS was congratulated for their efforts in keeping properties under their jurisdiction clean.
- A Housing presentation was completed for the Center Village Master Plan Committee, which received good attendance and input. This committee's next meeting will be on November 6, 2012 with NMCOG to discuss a traffic study.
- The recently approved CPC land purchases of 255 Acton Rd and the property at Pine Hill and Galloway Roads will benefit everyone in the community.

Selectman Wojtas:

- The Library will host a "State of the Oceans" presentation on November 9, 2012 at 10:00AM. The Library is now open from 1:00-5:00PM every Sunday.
- There will be a meeting of the Rourke Bridge/Drum Hill Corridor Study Group on November 8, 2012 at the Lowell Elks starting at 6:30PM.
- There will be a Veterans Day Breakfast held at the Chelmsford Elks on November 11, 2012 starting at 9:00AM. Festivities will be complete in time for the ceremony at Veterans Park starting at 11:00AM that day.

Selectman Dixon:

- Boy Scout Troop 107 was thanked for participating in tonight's meeting.
- Residents were reminded to vote on November 6, 2012.

Selectman Hanson:

Everyone involved in the post-hurricane restoration efforts were praised for their work. It is hoped that dialog with National Grid will remain open.

- The School committee recently did a presentation on MCAS and AP Classes where Chelmsford is considered to be doing "exceptionally well".
- Transportation improvement plans are being discussed at MPO meetings.
- Voting on November 6 was encouraged.
- Office hours will be held on Thursdays from 5:00-6:00PM at the Java Room.

Chairman Kurland:

- All volunteers in Town were thanked for their service.
- Residents were reminded to vote on November 6.
- Residents were reminded to be civil to each other during this political season. It sets a good example for children to recognize there are many opinions.

Press Questions

No one came forward at this time.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 8:25PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Certificate of Achievement for Thomas R. Fall
- Proclamation for Veterans Day
- List of Committee Vacancies
- Supporting Documents for DPW Bid Award
- Supporting documents for Beer and Wine Licenses
- Supporting Documents for Roadside Vendor licenses
- Supporting Documents for Center Brickhouse Pizza
- Supporting documents for Tax Classification Hearing
- E-mail of November 1, 2012 from Marcy Reed to Paul Cohen
- Mission and Scope document for the Synthetic Recreational Fields Committee



CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

November 19, 2012

Town Offices 50 Billerica Rd.

RECEIVED

2012 NOV 15 PM 4:28

TOWN OF CHELMSFORD
OHORIN Z. FLETCHER
TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Tricia Dzuris – Holiday Prelude December 2, 4 - 6Pm
- Stewards of Children - next Session December 4

Open Session

Committee Vacancies

Scheduled Business

- TREE Committee & Gary Persichetti – Purple Beech Tree on the Town Common
- Special License to sell wine at Agricultural Event, Still River Winery
- One Day Beer & Wine, Windemere Condominium Trust, Chelmsford Community Center, North Town Hall, Dec. 2, 2012
- Roadside Vendor License, McFarlin Softball Field, Benton Burgess for the Travis Roy Foundation
- Roadside Vendor License, Central Congregational Church
- Hong & Kong Extension of Hours
- Audit Presentation

7:30 p.m. • Continuation of Tax Classification Hearing

Town Manager Reports

- a) Appraisal for Drainage Easement at Davis, Graniteville & Old Westford

Town Manager Appointments

- a) Middlesex Canal Commission

Meeting Minutes

- a) Regular Meeting Minutes – September 24, 2012
- b) Regular Meeting Minutes – October 1, 2012

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

Next Regular Meeting: December 3, 2012

Approved 12/17/2012

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 JAN -2 PM 1:48

TOWN OF CHELMSFORD
RECORDED

**Regular Meeting MINUTES
November 19, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded and televised by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

Tricia Dzuris-Holiday Prelude, Town Common, December 2, 2012 4:00-6:00PM

Ms. Dzuris listed the activities happening for the event, which is open to everyone.

Tricia Dzuris-Darkness to Light Stewards of Children-next session December 4, 2012

This program offers training to bring awareness of sexual abuse. Sessions are held at the Police Station, and anyone can register. Future dates for training will be January 9, February 7, and March 5, 2013. Contact information was provided.

Dedication Ceremony for Town Clock, and Honoring Walter Hedlund and Ralph Hulslander

Chairman Kurland announced this ceremony would take place on November 24, 2012 at 11:00AM on the Town Common, and invited everyone to attend.

Open Session

Lynn Marcella spoke on behalf of the Parade Committee to thank everyone who sponsored winter banners. The locations of the banners were listed. Jeff Hardy thanked everyone who helped hang the banners.

Carmen Christiano and Phil Stanway spoke on behalf of the Chelmsford Open Space Stewardship to remind residents the Day Before Thanksgiving Walk will occur on November 21, 2012 starting at 2:00PM from the Janet Road entrance of Thanksgiving Forest. The Winter Tree Scavenger Hunt is also starting the same day.

Vivian Merrill, 23 Maple Rd. announced this year's Rabies Clinic will be held on December 1, 2012 at the Dog Pound from 10:00AM-12:00PM. Dog licenses will not be offered this year.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

TREE Committee & Gary Persichetti-Purple Beech Tree on the Town Common

Photos of this 100 plus year old tree were shown, as was the decay and other problems afflicting the tree. Chains and braces were installed seven years ago to stabilize the tree, and the wood around these implements is now rotten. Reports by arborists Jim Martin and John Coppinger were summarized, and both of them recommend the tree be taken down. Twenty grafts were taken from the tree to make new trees several years ago. The grafts are all growing successfully. The TREE Committee members are very aware of the tree's sentimental value to the Town, and as much wood as possible will be saved and used to benefit the town. A nine foot section of the trunk will remain for future use such as for a sculpture similar to what was done with a historic tree in Winchester.

Andy Silinsh, co-chair of the TREE Committee, advised this tree is unstable, branches are falling, and the Committee supports removal of the tree in a dignified manner. Logs will be stored by the DPW for future use, and the grafted cuttings are growing.

Anna Mullane, a member of the TREE Committee, came forward to support removal for public safety.

Cathy Jewell, co-chair of the TREE Committee, noted that if this tree falls, it could fall on the nearby toll house. The visible fungal growth shows that the tree's roots are dying.

Mr. Cohen estimated that quotes to remove the tree should not exceed \$25,000.00, so it would not be necessary to pursue a formal bid process. This presentation was prepared to recognize that the tree is historic and important to the community. Selectman Lane suggested that an application be made to CPC for signage showing the history of the tree.

Motion: by Selectman Hanson that the Board of Selectmen supports the removal of the Purple Beech Tree on Chelmsford Common, and that the tree is cut leaving 8-10 feet for a potential sculpture. Advance notice will be given to the public of when the tree is to be cut down. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Still River Winery-Special License to sell wine at an Agricultural Market

Wade Holtzman was present for questions. Mr. Cohen noted there were no issues from granting this license last year. All sales are inside Agway, at their Winter Farmer's Market event.

Motion: by Selectman Hanson to approve a Special License to Sell Wine at an Agricultural Event to Still River Winery, at Agway's Farmers Market, on Saturdays from November 24, 2012-February 23, 2013 for the hours of 10:00AM-2:00PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Roadside Vendor License-McFarlin Softball Field, Benton Burgess for the Travis Roy Foundation

Benton Burgess was present for questions. The Travis Roy Foundation supports those with spinal cord injuries. Mr. Cohen advised the applicant carries their own liability.

Motion: by Selectman Hanson to approve a Roadside Vendor License to Benton Burgess, on behalf of the Travis Roy Foundation, to sell Christmas Trees at the McFarlin Softball Field, from

Approved 12/17/2012

November 24, 2012-December 24, 2012, for the hours of 8:00AM-5:00PM, mostly on weekends. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

One Day Beer and Wine License-Windemere Condominium Trust, Chelmsford Community Center, North Town Hall, December 2, 2012

Elizabeth Twombly explained the event is a social for which 53 people have signed up to date.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to Windemere Condominium Trust for December 2, 2012 for the hours of 4:00PM-7:00PM, to be exercised on the premises at the North Chelmsford Community Center. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Roadside Vendor License-Central Congregational Church

Richard Pappenfuss was present for questions. This will be their 28th year of selling trees to support the Church.

Motion: by Selectman Hanson to approve a Roadside Vendor License to the Central Congregational Church to sell Christmas Trees and Wreaths, on North Rd., from November 24, 2012-December 22, 2012, from 10:00AM-8:00PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Hong and Kong Extension of Hours

Corrine Eng and Angela Chan, Assistant Manager, were present for questions. They are requesting extended hours for several specified dates.

Motion: by Selectman Hanson to approve an extension of hours, to a 2:00AM closing for Hong and Kong Restaurant for the following dates: November 21, December 24, December 25, and December 31, 2012 to be exercised on the premises at 32 Alpine Lane. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Audit Presentation

Scott McIntyre of Melanson Heath & Co. announced the Town's annual audit went very well. Books and records are well maintained, and no significant changes are required. All Generally Accepted Accounting Principles (GAAP) are being met. The OPEB liability figures cited in the report uses estimated numbers, and this is explained via the narrative and balance sheets. Mr. McIntyre noted that the OPEB liability figure increased \$7 million over last year. Footnotes on page 19 were explained. The recommendations in the management letter were summarized, as were the status of last year's recommendations: Progress was made regarding Sewer receivables; Student Activity Accounts still need a detailed evaluation; updates are still needed in Department Receipts accounts; and capital asset additions should be matched with the corresponding expenses.

Selectman Wojtas asked about GASB standards implementation on page 49. Mr. McIntyre noted that two provisions were picked out of many. The format and terminology will change, but not the numbers. Unfunded pension liability numbers will start to show on balance sheets starting in FY2015. It is possible that this change could have a negative impact on bond ratings; however, most rating agencies are already aware that this liability exists.

There were no questions from the audience.

Continuation of Tax Classification Hearing

Frank Reen was present for additional questions. There were none from the Board or the Audience.

Motion: by Selectman Hanson to close the Public Hearing on Tax Classification. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve a uniform Tax Classification with a Residential Factor of 1.0 with the same exemptions for FY 2013 as were used for FY2012. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

Appraisal for Drainage Easement at Davis, Graniteville, & Old Westford Roads.

Mr. Cohen reported that no agreement for an easement has been reached with the property owner to date, so authorization for an appraisal was being requested from the Board. The fee for the appraisal will be approximately \$2,400.00. Engineering drawings and a plan of the easement area are available for public review. Selectman Wojtas advised that she spoke with the property owner, and he is convinced the proposed work will cause more problems for his land.

Motion: by Selectman Hanson to authorize the Town Manager to proceed with the real estate appraisal of the easement area located at Davis, Graniteville and Old Westford Roads. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Community Innovation Challenge Grant Applications

NMCOG will be submitting two applications requesting grant funding; one is for radar speed and recording devices, and the other is to create a stormwater collaborative in order to meet Federal and State reporting requirements.

Motion: by Selectman Hanson that the Board of Selectmen support the two Community Innovation Challenge Grant Applications being filed by NMCOG, which will benefit the Town of Chelmsford. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Appointments **Middlesex Canal Commission**

Motion: by Selectman Hanson to approve the Town Manager's appointment of Paul Gilfeather to the Middlesex Canal Commission for a term ending June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-September 24, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of September 24, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Regular Meeting Minutes-October 1, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of October 1, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

- Mr. Cohen was asked to replace the missing road sign on Conestoga Rd.
- Residents were reminded of the Day Before Thanksgiving Walk on November 21, 2012 at 2:00PM.
- The Zoning Bylaw Review Committee will continue its work at their November 20, 2012 meeting.
- The Center Village Master Plan Committee will discuss a study to be done by NMCOG regarding parking and pedestrian, vehicle, and bicycle traffic at their meeting November 27, 2012.

Selectman Wojtas:

- Mr. Cohen was asked how medical marijuana will be handled going forward, as it was approved on Election Day. Mr. Cohen explained regulations will be published by the Department of Public Health. He understands there will be a minimum of five dispensing locations in each county. The Attorney General's office would prohibit any community from enacting a bylaw prohibiting such a dispensary. More discussion will be had once more information becomes available.
- Firefighters are collecting goods for Hurricane Sandy victims at the Center Fire Station.
- The Library will hold a book drop-off event on December 1, 2012.

Selectman Dixon:

- Residents were wished a Happy Thanksgiving. Drive Safe and Good Luck to the CHS Football team.

Selectman Hanson:

- The Synthetic Field Committee held their first meeting, and things are moving forward.
- There will be no Office Hours on Thursday this week due to the holiday.
- Residents were wished a happy and safe Thanksgiving.

Chairman Kurland:

- Residents were reminded of the dedication ceremony being held on November 24, 2012 on the Town Common.
- Office Hours will be held on December 1, 2012 at 9:00AM at the Java Room.
- Residents were wished a wonderful Thanksgiving.

Press Questions

Grant Welker, from the Lowell Sun, requested a copy of the Town's audit. Mr. Cohen will get it to him. Selectman Hanson wished to thank everyone involved for their work on the audit.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 8:10PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Holiday Prelude flyer
- Stewards of Children flyer

- List of Committee Vacancies
- Supporting Documents for Center Common Beech Tree
- Supporting documents for Still River Winery Special License
- Supporting documents for Travis Roy Foundation Roadside Vendor License
- Supporting documents for Windemere Condominium Trust One Day License
- Supporting Documents for Central Congregational Church Roadside Vendor License
- Supporting documents for Hong & Kong Restaurant
- Annual Financial Statements for Town of Chelmsford (Audit)
- Management Letter for Town of Chelmsford (Audit)
- Tax Classification information
- E-mail of November 12, 2012 regarding appraisal for easement at Davis and Graniteville Roads.
- Supporting documents for NMCOG CIC grant applications
- Committee application for Middlesex Canal Commission
- Draft minutes of September 24 & October 1, 2012



CHELMSFORD BOARD OF SELECTMEN
WORK SESSION AGENDA
JOINT WITH COMMUNITY PRESERVATION COMMITTEE
November 26, 2012
Town Offices 50 Billerica Rd.

7:00 p.m.

Joint Work Session with Community Preservation Committee and
Chelmsford Land Conservation Trust

- Sunny Meadow Farm – Agricultural Preservation Restriction or
Conservation Restriction?
 - Next steps
 - Document Review Schedule
 - Baseline Study
 - APR (or CR) Grantee costs
 - Other steps?
- Sheehan Farm Preservation Restriction
 - Next steps
 - Document Review Schedule
 - Baseline Study
 - APR Grantee costs
 - Other steps?
- Pond Street CR update

Adjourn Joint Work Session

Approved 1/7/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED
2013 JAN 16 AM 9:23
TOWN OF
CHELMSFORD

**Joint Work Session Meeting MINUTES
November 26, 2012**

Board of Selectmen Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman & CPC
Not Present: George Dixon, Selectman

Community Preservation Committee Attending:

Robert Morse, Chairman
Christopher Garrahan
Evan Belansky
Rebecca Markey-CPC and Land Trust
Susan Carter, CPC & Land Trust
Not Present: David Hedison, Gary Persichetti, Linda Prescott

Chelmsford Conservation Land Trust Attending:

Becky Warren	Jane McKersie
Sherry Palo	Frank Warren
Bill Colcord	Kenneth Dews
Al McKersie	

Others Present:

Paul Cohen, Town Manager
Atty. Sherin Everett, Town Counsel (Kopelman & Paige)
Atty. Judy Pickett, Attorney for the Land Trust
Patrice Garvin, Finance Committee
Henry & Donna Parlee

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was hand recorded by the Recording Secretary.

CPC Chairman Morse called the meeting to order at 7:03PM.

Sunny Meadow Farm-Agricultural Preservation Restriction or Conservation Restriction?

Next Steps:

Document Review Schedule
Baseline Study
APR (or CR) Grantee Costs
Other Steps?

Current uses of this property were listed. A preservation restriction is required on all parcels purchased with CPA funds, as required under the Community Preservation Act. The Town cannot hold a restriction on a parcel it owns, therefore, another party must be found.

Mr. Cohen indicated that some feedback received from the State was concerning to him, as the Town has owned this parcel for 5 years, and other passive recreation uses have been ongoing during this time. Atty. Everett explained the State provided four pages of comments to the Agricultural Restriction document for this property. The State's comments were received on November 14, 2012.

Ms. Carter and Mrs. Markey spoke on behalf of the Land Trust and requested improved communication with the Town, as it appeared to the Land Trust that a lot of work had been done on the document without the Land Trust's input. Mr. Cohen advised a working document was needed in order to save all groups on legal costs. Mr. Cohen was not comfortable with the State dictating that the Town appeared to be in a subordinate position regarding what activities could be done on land that is town-owned. Atty. Everett suggested that a conservation restriction has been used successfully in other communities on properties similar to Sunny Meadow Farm, as they are more flexible regarding activities and allow more uses.

Mr. Cohen did not wish to provide a defined number of parking spaces as requested by the State. Mr. Belansky suggested providing a map with parking locations and backing into a number. Henry Parlee recalled that years ago when the farm produced strawberry crops, there could be up to 100 cars at a given time. Now there may be 25 cars. Mr. Cohen noted that other comments from the State seem to want to force the Town to get permission from the restriction holder before any activity can happen, which he finds too restrictive and would cause significant delays.

Mrs. Markey suggested eliminating references to water uses, as this should not be encouraged. Various numbering and typographic errors and changes were noted. She discouraged the use of additional impervious surfaces on the property. Mr. Cohen felt more discussion would be warranted if a farm stand was ever built here. Section C-10 regarding subdivision was standard language, and would not apply here as the Town would not be authorized to sell off parts of the land. Mr. Morse felt the language was geared toward the private farmers on the property.

BOS Chairman Kurland disagreed that language in section E-3 regarding reimbursement of court fees offered protection for the Town. He agreed a conservation restriction may be a more appropriate document for this parcel. Mrs. Markey requested that a time period be included in Section E-5, that lot sizes be included in Exhibit A, and that the newest acre recently purchased be added to the plan. References to Town Meeting votes should include both Town Meetings.

Atty. Everett agreed to incorporate the suggested changes and to forward a new draft document for review. Mr. Cohen felt the changes would not be enough, and a conservation restriction may be required. Several Land Trust members agreed. Atty. Everett warned that there is no guarantee that the State would approve a conservation agreement.

Ms. Carter suggested to begin work on the baseline study to identify what activities are currently being undertaken and where. Atty. Pickett advised a particular format would be required, and to expect long delays from the State. Any enforcing authority would need to know what the current conditions of the property are. Ms. Warren felt the rights of the leaseholders should be referenced somewhere, as they will need to be aware of what protection this document provides. Mr. Cohen expressed a desire to have one lease document, and there could be provisions for subleases. Drainage improvements will also be needed on the property.

Approved 1/7/2013

Mr. Morse believed the Grantee costs could be covered via CPA funding. Enforcement could be done as a walk-through of the property by the agreement holder.

Sheehan Farm Preservation Restriction

Next Steps:

Document Review Schedule

Baseline Study

APR (or CR) Grantee Costs

Other Steps?

Mrs. Markey wished to eliminate or prohibit references on page 2 to fires and alcohol use on this parcel. Donna Parlee explained that no overnight activities were allowed on the parcel now. She occasionally parks a motorhome in a parking area near the corn maze for warmth, but that does not stay overnight.

Mrs. Markey requested that references to housing on page 3 be stricken from the document. References to a farm stand should be allowable; parking considerations will need to be discussed. References to passive recreation on page 6 and page 7 will be stricken to protect irrigation lines and the strawberry plants from the public, since damage could be caused by casual use.

Amended Town Meeting language was read into the record. Mr. Cohen was not aware the intent at Town Meeting was to keep the public from using the land at all. The Parlees explained that there is a lot of swamp on this parcel, and the strawberry plants are covered with straw or grass clippings to insulate and protect them from the cold. The crops could be ruined if they are walked on, and people could be injured if they trip over an irrigation line. The extent of public use would be the area of the corn maze. Mr. Morse agreed that he understood the parcel would be for agricultural use only, and not open to the public. Mr. Cohen preferred to see some controlled public events be held here.

Atty. Everett agreed to revise the document and it will be reviewed again. She will also research whether CPA administrative funding can be used to fund the Baseline study.

The Parlees advised that boundary issues were discovered when two parcels were subdivided. The issue was discovered when the parcels were surveyed for sewer installation.

The Community Preservation Committee agreed that signage for the recently purchased Sheehan parcel would include a boulder sign similar to that used for Sunny Meadow Farm.

Pond St. Conservation Restriction Update

The latest document is dated April 2011. There has been no response from the State to date. Atty. Everett suggested re-executing and re-submitting it to the State.

Adjourn Work Session

The work session was adjourned at 9:00PM.

Respectfully Submitted,
Vivian W. Merrill

Supporting Documents:

-Preservation restrictions for Sunny Meadow Farm and Sheehan Farm

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday December 3, 2013

Time:

7:00pm

Location:

Town Office

Room Number:

204

Name of Building

50 Ballenger Rd

Street Address

Deanna G. Maloney

11/29/12

Town Clerk's Signature

Clerk/Bd. Member & Date

RECEIVED

2012 NOV 29 PM 4:03

TOWN OF CHELSEA
ONORING Z. MALONEY

TOWN OF CHELSEA

Notice of Meetings of Town Departments and all Town Boards

As required by Chapter 39, G.L.

~ Please Press Firmly and Print ~

Name Of Department or Board:

Board of Selectmen

Date of Meeting:

Monday, December 17, 2013

Time:

7:00 PM

Location:

Town offices

Name of Building

50 Billerica Rd

Room Number:

204

Street Address

Quinn J. Maloney

Town Clerk's Signature

Clerk/Bd. Member & Date

Maloney 12/13/13

RECEIVED

2012 DEC 13 PM 12:13

TOWN OF CHELSEA
ONORINA Z. MALONEY
TOWN CLERK



CHELMSFORD BOARD OF SELECTMEN

MEETING AGENDA

December 3, 2012

Town Offices 50 Billerica Rd.

RECEIVED

2012 NOV 29 PM 4: 03

TOWN OF CHELMSFORD
ONORIN

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- June Cook-Proclamation - 50 Year Anniversary Open Gate Garden Club
- Christina Pagonis – CWOT Muffins w/ Santa 12/8

Open Session

Committee Vacancies

Scheduled Business

- John Sousa – Authorize Treasurer to execute OPEB Investment Documents
 - Annual License Renewals
 - One Day All Alcohol License – Town Holiday Party, Dec 14
 - Roadside Vendor Application – Boy Scout Troop, Elks Parking lot
 - Common Victualer License, Bella Vitas, 93 Chelmsford St.
- 7:30 p.m. • Public Hearing - Triangle Package Store License

Town Manager Reports

a)

Town Manager Appointments

a) Cultural Council

Board of Selectmen Appointments

a) CIVIC Committee

Meeting Minutes

a) Regular Meeting Minutes – October 22, 2012

Unscheduled Business

a) Close the Warrant for Spring Annual Town Meeting

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting: December 17, 2012

Approved 1/7/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 JAN 16 AM 9:24

**Regular Meeting MINUTES
December 3, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

June Cook-Proclamation-50 Year anniversary Open Gate Garden Club

The Proclamation was read by Selectman Hanson, and accepted by Ms. Cook. Ms. Cook noted this club was the second garden club to be established in Town.

Christina Pagonis-CWOT Muffins with Santa-December 8, 2012

Ms. Pagonis gave background information on the Chelmsford Women of Today, and listed their past events. This event will benefit the Secret Santa Program. Contact information was provided.

Open Session

Ralph Barisano, Golden Cove Rd. spoke on behalf of the Golden Cove Safety Committee to advise that there is a large amount of heavy truck traffic on this road since the sign prohibiting truck traffic was removed. These vehicles cannot stop quickly in the event a pedestrian is in the rail trail crossing, and creates a dangerous situation. Mr. Cohen explained the sign was removed by the State when other improvements were done and sidewalks were installed. The Town Engineer is completing an application to request that the exclusion be reinstated. Mr. Barisano asked for the Board's support for the group, as they have been working with State Representative Cory Atkins to address truck and traffic concerns in this neighborhood. Mr. Cohen cautioned residents that the State will request an alternative truck route, and Wilson St. has already been determined to be a less safe route than Golden Cove Rd.

Jerry Beauchesne, Cove St. explained that New Fletcher St., Carter St., Dawn Drive and Cove St. are all being used as cut through streets to evade traffic congestion on Golden Cove Road. Motorists travel very fast, and there are many children in this neighborhood.

Mr. Barisano hoped the Board could take action to make the truck exclusion signs enforceable. Mr. Cohen explained that the previous signs were never formally approved. Chairman Kurland suggested holding a public hearing on the matter at the next Board meeting.

Don Landers, Carter Drive, said that trucks have always used Golden Cove Road occasionally. Since the signs were removed, there has been a 60-70% increase in truck traffic. He requested the signs be brought back.

Susan Danadaraw and Kathy Poisson spoke on behalf of the South Row School PTO. They have organized a gift card drive for victims of Hurricane Sandy. Town schools and the Town Offices are collection sites. The drive will be held from December 3-December 21, 2012 and will benefit families in the Staten Island-Midland Beach area.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

John Sousa-Authorize Treasurer to execute OPEB Investment Documents

Mr. Sousa requires authorization from the Board to transfer OPEB assets to the State Retiree Benefits Trust Fund. Mr. Sousa anticipates an average 10-year rate of return of 10.4%. The rate is less over a five year term.

Motion: by Selectman Hanson that the Board of Selectmen authorize and grant its approval to the Town Treasurer to execute an Investment Agreement between the Town and the Health Care Security Board of Trustees, acting as trustee and administrator of the State Retiree Benefits Trust Fund ("SRBT Fund"), and all other agreements and other instruments necessary to enable the Town Treasurer to invest the Town's OPEB Trust Funds with the SRBT Fund. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Annual License Renewals

A listing of the following license categories for 2013 was provided to the Board:

One Lodging House License
One Automatic Amusement License
Two All Alcohol Club Licenses
Two All Alcohol Innholders Licenses
Nine Beer and Wine Restaurant Licenses
Twenty-four All Alcohol Restaurant Licenses
Seven All Alcohol Package Store Licenses
Two Class I Auto Dealers Licenses
Twenty-six Class II Auto Dealers Licenses
Thirty-nine Common Victualer Licenses

Motion: by Selectman Hanson to approve the 2013 Annual License Renewals as presented, contingent upon conditions as noted. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

One Day All Alcohol License-Town Holiday Party, December 14, 2012

Mr. Cohen summarized the event, and a TIPS certified server will be present. .

Motion: by Selectman Hanson to approve a One Day All Alcoholic Beverages License for the Town Offices Holiday Party for December 14, 2012 for the hours of 5:00PM-10:00PM, to be exercised on the premises at the Chelmsford Center for the Arts, 1A North Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Roadside Vendor Application-Boy Scout Troop, Elks Parking Lot

Paul Taylor, 10 Hillside Lane, explained the application was made to sell Christmas trees at the Elks from December 1 until December 16, for the hours of 10:00AM-5:00PM, to benefit Boy Scout Troop 75.

Motion: by Selectman Hanson to approve a Roadside Vendor License to the Boy Scouts to sell Christmas Trees at the Chelmsford Elks, 300 Littleton Road, from December 1-December 16, 2012 on weekends, for the hours of 10:00AM-5:00PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Common Victualer License, Bella Vitas, 93 Chelmsford St.

Kathleen Trahan, 2 Fieldstone Terrace, was present for questions. The business will sell frozen yogurt.

Motion: by Selectman Hanson to approve a Common Victualer License to Bella Vitas, to be exercised on the premises at 93 Chelmsford Street, with a seating capacity of 24, for the hours of Sunday-Thursday 11:00AM-10:00PM, and Friday and Saturday 11:00AM-11:00PM, contingent upon obtaining a Food Service Permit from the Board of Health. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Public Hearing-Triangle Package Store License

Attorney Peter Nicosia spoke on behalf of the applicant, who was also present. The applicant wishes to convert his existing convenience store to a package store. No structural changes are planned, but some shelves will be removed and coolers would be brought in. The applicant is awaiting ABCC approval of his TIPS Certification. Chairman Kurland noted there are three other package stores within 1.5 miles of this location. The applicant wishes to add a component as a convenience for his customers, and he has been in this community for a long time.

Audience comments:

Chris DelRossi, 137 Groton Rd., read a letter from Sandra Muldoon, 136 Groton Rd., as she could not be present this evening. Ms. Muldoon was opposed to the license, and would prefer to see a deli here. She listed four nearby locations that already sell alcohol, and is very concerned over under-aged drinking. Mr. DelRossi agrees with her.

Chairman Kurland read an e-mail from Nicusor Iftimia, 151 Groton Rd., into the record. Mr. Iftimia was opposed to the license based on existing traffic and the overall condition of the existing store.

Selectman Wojtas clarified the operating hours of the store, and questioned why the corporation name is spelled differently throughout the application. Atty. Nicosia stated the incorrect spelling is the registered name of the corporation. If approved by the ABCC, the applicant expects to start selling alcohol by March, 2013. The applicant understands that holding this license is a privilege, and he will be vigilant. He does not believe he will be over-saturating the market by offering alcoholic beverages. Mr. Cohen explained the store could not open before 8:00AM.

Ann Marie DelRossi, 137 Groton Rd., explained she already sees many automobile accidents because of the geography of the location, including one where four pedestrians were hit by a car. Mrs. DelRossi wants to see the applicant continue to run a successful business, but is concerned as youths are already drinking illegally in his parking lot, based on the discarded trash she sees there. She agreed the applicant should expand his business by offering a food based option. She provided the Board with the original copy of Ms. Muldoon's letter.

Mr. Cohen agreed to follow up with the Police Department's input, per Selectman Lane's request.

Motion: by Selectman Hanson to continue the Public Hearing on the application of the Triangle Package Store, for a Beer and Wine Package Store License, until December 17, 2012 per the Board's policy. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

The bond issuance for the purchase of Sheehan Farm is pending, as well as the Fiscal Year 2013 Capital Plan Existing sewer debt will be re-financed to obtain lower interest rates.

The Capital Planning Committee completed their budget for FY2014 last Friday. The usual annual budget joint meeting will be postponed until after January 1, to await news of how the State is planning on addressing a potential \$250 million shortfall. There is a possibility of seeing mid-year cuts.

Based on feedback received from the Board's work session with the Community Preservation Committee and the Land Conservation Trust, the documents for Sunny Meadow Farm's preservation restriction will be re-submitted as a conservation restriction due to the mixed uses occurring on that property. The existing leases will be extended for one more year.

Discussion on the Golden Cove traffic situation that will continue at the meeting on December 17, 2012 will include truck traffic data.

The Chelmsford Country Club's function hall discussion will also be continued at the December 17, 2012 meeting.

The Chelmsford Center for the Arts is working on financing a piano, which will be discussed further on December 17, 2012.

The Recreational Master Plan is almost drafted, and it will be presented soon.

NMCOG is exploring a program for the bulk purchase of electricity as part of their efforts in regional energy aggregation.

A regional meeting will be scheduled with National Grid regarding storm response, and other power outage issues.

Electronic billboards were recently approved by the State, but will not be considered for Chelmsford based on the State's previous denial of traditional billboards in Town.

The removal of the historic purple beech tree in the Town Common was completed. The wood has been saved. The TREE Committee is discussing options and is open to any suggestions from residents. Another large pine will also be removed at a future date. Mr. Persichetti is working on a master plan for the trees on the Town Common. A potential Arbor Day celebration may be planned.

The Holiday Prelude Committee was thanked for its efforts in the very successful Holiday Prelude event that was held on December 2, 2012.

Town Manager Appointments **Cultural Council**

Approved 1/7/2013

Motion: by Selectman Hanson to approve the Town Manager's appointment of Barbara Reilly to the Cultural Council for a term ending June 30, 2015. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Board of Selectmen Appointments

CIVIC Committee

Three general appointments and two Selectman appointments will be done this evening. Two additional citizen appointments will be needed to complete the committee. Selectman Wojtas nominated Selectman Hanson to serve on the committee, and he accepted. Selectman Lane nominated Selectman Wojtas to serve on the committee, and she accepted.

Motion: by Selectman Hanson to appoint Pamela Landi to the CIVIC Committee for a three year term, Frances McDougall for a two year term, Maureen McKeown for a one year term, Selectman Matt Hanson for a three year term, and Selectman Pat Wojtas for a two year term. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-October 22, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of October 22, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

Close the Warrant for Spring Annual Town Meeting

The Notice for Warrant Articles for the Spring 2013 Town Meeting was read into the record as follows:

"Articles to be included on the Warrant for the Spring 2013 Town Meeting must be submitted in duplicate to the Office of the Town Manager prior to 4:00PM on Monday, January 7, 2013. Any articles submitted after that time will not be considered by the Selectmen for inclusion on the Warrant. Articles to be submitted by private citizens must carry the signatures of at least ten (10) or more certified voters of the Town of Chelmsford."

Selectmen Liaison Reports and Referrals

Selectman Lane:

- The Holiday Prelude Committee was thanked for a great time at the Prelude on December 2.
- Pat Maloney and David Hedison were thanked for their presentations at the CPA Coalition Conference on December 1, 2012. Project posters were well done, and Chelmsford shows great support of the CPA program.
- All volunteers in Town were thanked for their work.
- The Center Village Master Plan Committee has decided to prepare a hybrid plan that will build on the 1998 plan. This new plan will include more detail and goals for implementation.
- Residents were reminded that this Wednesday the Oak Hill Committee will vote on their recommendations for this parcel. A presentation will be done in January.

Selectman Wojtas:

- Many people were at the Holiday Prelude, organizers were thanked.
- The Library will host a "Technology Petting Zoo" at the Chelmsford Senior Center on December 7 from 11:00AM-12:30PM.

Approved 1/7/2013

- Walter Hedland was presented with a flag from the Westford Veterans' group at the recent Senior Center Veterans Breakfast.
- The Chelmsford Firefighters were able to fill two U-Haul trucks with supplies collected for Hurricane Sandy victims.
- The South Row School PTO was commended for their efforts to assist the hurricane victims.

Selectman Dixon:

- Selectman Dixon apologized for missing the events for Walter Hedlund as he was hospitalized. He met Mr. Huslander in 1953, and they have been long time friends.
- Condolences were given to the family of Margaret McSheehy who recently passed away.

Selectman Hanson:

- Volunteers involved with the holiday Prelude were thanked for a great event.
- Fundraising efforts will begin via the Synthetic Fields Committee. They hope to be ready with a proposal by Fall 2013.
- Mr. Cohen was asked how the Recreational Master Plan would be funded. Mr. Cohen explained CPA funding could be requested for some parts, and he plans on increasing the Capital budget to \$3 million per year to help with this plan and technology and energy services.
- Selectman Hanson is anticipating closing on his first condo by December 21, 2012.
- Office hours will be held on Thursday, 5-6PM at the Java Room.

Chairman Kurland:

- The Holiday Prelude was a tremendous success, thanks were given to the businesses that donated or helped out in other ways.
- The Chelmsford Historical Society will hold an Open House on December 7, 2012 from 6:30-9:00PM at the Barrett-Byam House.
- Selectman Dixon was complimented for being up and around after his hospitalization.
- Residents that are affected by repeat power outages that are not storm related were asked to contact the Board, as there will be a meeting with National Grid to address this issue.

Press Questions

Grant Welker, Lowell Sun, asked what would happen at the next meeting regarding the Golden Cove Road issue. Mr. Cohen explained that the application requesting the truck exclusion from the State will be complete, and available for discussion and possible submission by the Board.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 8:32PM. Seconded by Selectman Wojtas **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Proclamation for the Open Gate Garden Club

Approved 1/7/2013

- Flyer for Muffins with Santa
- List of Committee Vacancies
- Draft motion for authorizing Town Treasurer to execute OPEB Documents
- Draft motions for Annual License Renewals
- Supporting Documents for One Day All Alcohol License for Town Holiday Party
- Supporting documents for Boy Scouts Roadside Vendor License
- Supporting documents for Bella Vitas Common Victualer License
- Supporting documents for Triangle Package Store application
- Committee Applications for Cultural Council and CIVIC Committee
- Draft minutes October 22, 2012
- Notice regarding Spring 2013 Town Meeting deadline for Warrant Articles



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

RECEIVED

2012 DEC 17 AM 9:49

TOWN OF CHELMSFORD
TOWN CLERK

DATE: Monday, December 17, 2012 TIME: 7:00 PM
PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

REVISED AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

Open Session

Committee Vacancies

Scheduled Business

- Continuation of 2013 Licenses:
 - o India Palace - All Alcohol Restaurant License
 - o Town Line - Auto Sales Class II Auto Dealers
- Education Foundation of Tyngsboro – One Day Beer & Wine License Jan. 11-12, Chelmsford Community Center
- Chelmsford Telemedia – One Day Beer & Wine License Jan. 5, CCA
- Chelmsford Country Club Function Hall
- Subway, Parkhurst Road – Common Victualer License

7:30 p.m. • Continuation of Public Hearing: Triangle Package Store License

- Steve Jahnle – Golden Cove Road Truck Exclusion

8:00 p.m. • Public Hearing: Steve Jahnle – No Left Turn Restrictions from Golden Cove Road on to New Fletcher Street, New Spaulding Street & Dawn Drive

Town Manager Reports

- a) Loan for Steinway Piano
- b) Town Offices Holiday Hours – closed 12/24, 8:30 – 12:00 on 12/31

Meeting Minutes

- a) Regular Meeting Minutes – November 5, 2012
- b) Regular Meeting Minutes – November 19, 2012

Unscheduled Business

- a) Deadline for citizen petition articles for Spring Annual Town Meeting is January 7 at 4:00 PM

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting January 7, 2013



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

RECEIVED

2012 DEC 13 PM 12:13

TOWN OF CHELMSFORD
ONORATA

DATE: Monday, December 17, 2012 TIME: 7:00 PM

PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

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Open Session

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 - India Palace - All Alcohol Restaurant License
 - Town Line - Auto Sales Class II Auto Dealers
- Chelmsford Community Center Education Foundation of Tyngsboro
- Chelmsford Country Club Function Hall
- Subway, Parkhurst Road – Common Victualer License

- 7:30 p.m.
- Continuation of Public Hearing: Triangle Package Store License
 - Steve Jahnle – Golden Cove Road Truck Exclusion

- 8:00 p.m.
- Public Hearing: Steve Jahnle – No Left Turn Restrictions from Golden Cove Road on to New Fletcher Street, New Spaulding Street & Dawn Drive

Town Manager Reports

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Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting January 7, 2013

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Approved 1/7/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 JAN 16 AM 9:25

**Regular Meeting MINUTES
December 17, 2012**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Chairman Kurland called for a Moment of Silence for all those lost in the past year.

Public Service Announcements

There were no Public Service Announcements this evening.

Open Session

Myles Hogan, 62 Davis Rd., wished to discuss the truck exclusion proposed for Golden Cove Rd. Chairman Kurland explained that any decision regarding this road would be made by the State, not the Town. Mr. Hogan explained that his company has used this road since the 1940's and his business would be negatively affected if this exclusion were to be put in place. There is less than 5-8% total truck traffic and this road has benefitted from Chapter 90 funding. Wilson St. is not suitable for truck traffic, and slow moving equipment cannot use Route 3.

Thomas Fall, Precinct 5 Town Meeting Representative, asked if residents would have a chance to comment on the Chelmsford Country Club presentation. Chairman Kurland advised they would be able to do so.

Gail Kruglak, 17 Bentley Lane, read a prepared statement into the record regarding the Chelmsford Country Club function hall, and provided the Board with quotes and financing ideas to save the function hall.

Linda Lowell, 33 Galloway Rd., Precinct 3 Representative, wished to thank the Town for all the good things done with the Chelmsford Country Club. The golf club does not want to lose leagues to other courses. The proposed deck would not be adequate to host events with 75-100 people as they are currently able to do.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

Continuation of 2013 Licenses

India Palace-All Alcohol Restaurant License

No one was present on behalf of the restaurant. Mr. Cohen advised that all requested information has been promised by the applicant regarding their license. Selectman Wojtas noted that this applicant is late every year with supplying required information.

Motion: by Selectman Hanson to approve the 2013 All Alcoholic Beverage License to Talwar & Latka, LLC d/b/a India Palace, to be exercised on the premises at 313 Littleton Rd., contingent upon providing the following: Updated TIPS Certification, Updated evidence of Liquor Liability and Worker's Compensation Insurance coverage, and a completed Joint Inspection. Said documents must be provided to the Town Manager's Office no later than 12:00PM on December 31, 2012. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Line-Auto Sales Class II Auto Dealers

Discussion tabled to January 28, 2013. The business will have no license for 2013 at this time.

One Day Beer and Wine License-Education Foundation of Tyngsboro, January 11-12, Chelmsford Community Center

Karen Jackson and Rose Mitchell were present on behalf of the applicant. There were no questions from the Board.

Motion: by Selectman Hanson to approve two One Day Beer and Wine Licenses to the Education Foundation of Tyngsboro for January 11 and 12, 2013, for the hours of 6:30PM-10:00PM, to be exercised on the premises at the North Chelmsford Community Center, with a seating capacity of 104, as amended. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

One Day Beer and Wine License-Chelmsford Telemedia-Chelmsford Center of the Arts

Susan Gates was present for the applicant. Deb Varnum will be the TIPS certified bartender. They expect about 60 attendees at this event.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to Chelmsford Telemedia for January 5, 2013 at the Chelmsford Center of the Arts, 1A North Rd., for the hours of 3:00PM-5:30PM, with a seating capacity of 110. Chelmsford Telemedia will provide Marian Currier with evidence of a TIPS certified bartender before the event occurs. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Chelmsford Country Club Function Hall

Jonathan Longchamps of Daigle Engineers Inc., explained he was called to the site for a problem with a buckling wall with a potential to collapse the roof. He noted the original club area and kitchen facility were in pretty good condition, but the area of the function hall and pro shop have structural problems. The roof has now been shored up so the Club can finish business through the end of December. Decay from moisture has developed behind the siding of the structure, and this part of the building is no longer able to support floor loads. He would not recommend renovation of this part of the structure because of the extent of the deterioration. He would recommend it be razed and rebuilt.

Gary Persichetti noted that if the shoring had not been installed, the building may not have withstood the 60mph winds from Hurricane Sandy as it has no lateral stability. The roof is no longer able to hold snow

weight. Mr. Longchamps added that the walls, sills and posts are now rotted, and this addition is starting to crush itself. The addition was built over a previously existing deck with a concrete slab and no foundation.

Mr. Cohen advised three quotes were obtained for the demolition of the function hall that range from \$9,800.00-\$18,000.00. Mr. Persichetti obtained an estimate to build a new deck at \$83,000.00 after contingencies, and \$271,000.00 after contingencies to rebuild a 36'x36' room with a smaller deck. The issue with the second estimate is that the work may trigger other building code requirements that will increase the costs further.

Ms. Kruglak agreed to provide the information she received for a modular structure to Mr. Persichetti for consideration. Mr. Persichetti advised that stretch code requirements may not allow a modular unit to be utilized in this situation.

Selectman Wojtas supported demolition of the function hall for public safety reasons.

Kevin Osgood of Sterling Management explained his firm has been managing this golf course for 16 years, and agreed the Town has been very supportive of the Club. He would support the demolition and rebuilding of the entire structure. League business at this course is very strong, and affects the bar and kitchen business. If the function hall is not re-built, he would recommend amending the company's lease with the Town, as there would be a \$12,000.00 net loss from the lack of function hall events. They currently pay \$40,000.00 annually to the Town, which would be reduced to \$28,000.00. Golf league events tend to have 40-60 participants, the function hall events averaged 70-100 attendees, and the course supports 10-12 golf outings annually. The establishment of the Enterprise Fund enabled him to start considering needed improvements for the building. This location is a popular entry level golf course.

Mr. Persichetti advised against demolishing the entire building based on cost, drainage considerations and the cost of kitchen equipment.

Chairman Kurland asked if this project could qualify for CPA funding. Selectman Lane advised it could be researched; however there was limited public benefit and the application would have to be done as soon as possible to be considered for Spring Town Meeting. Chairman Kurland encouraged the golf community to continue discussion with Mr. Persichetti on options for the function hall area.

Thomas Fall asked if the problem with the building was something that could be claimed through a property insurance policy. Mr. Cohen advised the Town's policy carries a \$10,000.00 deductible.

Motion: by Selectman Hanson that the Board of Selectmen approve the demolition of the function hall and pro shop part of the Chelmsford Country Club as presented, with a cost not to exceed \$9,800.00, as described on the proposal provided by Unlimited Removal and Demolition, Inc. of Marblehead, MA. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Subway, Parkhurst Rd.-Common Victualer License

Robert Jones was present as the new owner of the restaurant.

Motion: by Selectman Hanson to approve a Common Victualer License to Willkat Subs Mass, LLC, d/b/a Subway, at 83 Parkhurst Rd., Unit 15, with a seating capacity of 27, hours of operation: weekdays 7:00AM-10:00PM, Sundays 8:00AM-9:00PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Continuation of Public Hearing: Triangle Package Store License

Atty. Peter Nicosia was present with the applicant. He was aware of additional information submitted since the last hearing, and wished to submit a petition signed by 70 area residents in support of granting this license. The petition was presented to the Board.

Audience comments:

George Merrill, 108 Dunstable Rd., stated he was opposed to the license as there are enough alcohol establishments in North Chelmsford.

Chairman Kurland read two letters into the record. The first was from Everett Olsen who felt this was a nice store, and the change would negatively impact the neighborhood.

The second letter was from Police Chief Murphy, who is consistently opposed to additional alcohol licenses as it increases the likelihood of alcohol falling into the wrong hands and would make enforcement and monitoring by his department more difficult.

Atty. Nicosia explained people working in the store would be TIPS certified, and would also utilize a machine that verifies the authenticity of identification and eligibility to purchase alcoholic products. Atty. Nicosia noted that a number of supporters are in the immediate area of the store.

Motion: by Selectman Hanson to close the Public Hearing for Triangle Package Store. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectman Wojtas noted the application meets the requirements set forth in the Board's policy regarding geography, and that this would be a package store, whose primary business is the sale of beer and wine. Although the applicant does not have prior experience in this type of business, he is committed to receiving the required training, and careful management of the store.

Motion: by Selectman Hanson to deny the application of AH & MS Triangel Corp. d/b/a Triangle Package Store, for a Beer and Wine Package Store License for the following reasons:

- 1) There are already two liquor stores in close proximity to the applicant's location; namely Sam's Liquors which is located 1.2 miles from the location and Nabnasset Liquors that is 1.5 miles from the location; both of which sell a full range of beer and wine as well as other alcoholic beverages of every nature and description. There is also a beer and wine store, Rapid Refill, which is 1.3 miles from the location. Therefore there is no need for another package store at that location as set out in Board of Selectmen Policy 3-5(c) since that area is already served by two (2) other full liquor establishments and a beer and wine store.
- 2) The Chief of Police has recommended against the issuance of the license citing that in his opinion, the existing liquor stores adequately serve the needs for those seeking to purchase beer and wine in a community the size of Chelmsford. Furthermore, he has expressed serious concern that "an increase in the number of establishments offering alcohol will increase the likelihood of alcohol falling into the wrong hands, and will make enforcement and monitoring more difficult for the police department. "
- 3) The applicant has indicated that he has no prior experience in the distribution of alcoholic beverages. This is a requirement for anyone seeking such a license from this Board. The applicant has not met his burden of establishing that he has the requisite experience in this type of business operation in the responsible distribution of alcoholic beverages to the public as required by Board of Selectmen Policy 3-5(a).
- 4) It has been the longstanding policy of the Board of Selectmen to thoroughly and critically scrutinize these types of applications since an abundance of caution and due care must be

exercised when the sale of alcohol is concerned and the applicant has not met this burden as set out above.

Seconded by Selectman Lane. Selectman Wojtas opposed, all others in favor. **Motion carries, 4-1.**

Steve Jahnle-Golden Cove Rd. Truck Exclusion

Mr. Jahnle explained a week long traffic study was done in November which indicated the road sees an average of 8,625 cars per day, of which 172 are considered "other vehicles" such as large trucks. The State requirement to exclude truck traffic is a minimum of 5%, and this road is at approximately 2%. Wilson Street is not a viable alternate route due to turning radiuses at both ends of the street. Another alternate route is Billerica Rd. to Route 3 which is 4.6 miles compared to Golden Cove Road which is .53 miles. An application requesting the truck exclusion has been filled out, but it is doubtful it will be accepted by the State as the truck percentage has not been met. A previous approval of this application was done by the Board of Selectmen in 1990; however, the paperwork was lost by the State. This paperwork was subsequently resubmitted to the State. Municipal vehicles would be exempt from the truck exclusion. Police can address speeding issues. State Representative Cory Atkins is continuing to work to get the exclusion, but there has been no recent update from her office. Mr. Jahnle explained a new 48-hour study would be conducted to back the numbers from the first study.

Audience comments:

Ralph Barisano, 24 Golden Cove Rd., referenced an old article that stated vehicles were travelling 60MPH down this road at that time. He questioned how Community Tree handled the previous exclusion, and that per Rep. Atkins office, Mass. DOT is awaiting input from the town. Mr. Jahnle explained that the 48 hour study would break down traffic by half-hour increments. Mr. Barisano felt the first study was not representative of a typical week due to one weekday being a holiday. Chairman Kurland reiterated that the application could be denied if the minimum percentage for truck traffic was not met.

Don Loureiro, 3 Dawn Drive, stated he works for Aggregate Industries, and suggested a five ton limit for trucks. Chairman Kurland advised that the Town does not have jurisdiction over this issue.

Mr. Barisano requested the issue be presented as a public safety issue. Chairman Kurland noted the available data also does not show any serious accidents on this road.

Steven Giampa, 12 New Fletcher St., stated there are skid marks at the light from vehicles that do not stop.

Myles Hogan agreed to continue discussion with Mr. Barisano and Mr. Landers on this issue.

This matter will be tabled to the meeting of January 7, 2013, pending receipt of additional information.

Public Hearing: Steve Jahnle-No Left Turn Restrictions from Golden Cove Road on to New Fletcher St., New Spaulding Street, and Dawn Drive.

Mr. Jahnle provided a history of work done on this street and attempts at traffic light synchronization.

Audience comments:

Debbie Malone, New Fletcher Street, supports the no-left turn as she has almost been hit several times by fast moving cars on her street. There are many kids and people walking dogs in this area.

Jerry Beauchesne, 13 Cove Street, described traffic incidents that he has personally witnessed, and agreed there is a lot of traffic between 5:30-10:00AM.

Tim Holden, 1 New Fletcher St., explained that he used to be opposed to this restriction until his sister was hit by a tractor trailer. Kids are almost hit on a daily basis, and he now supports the signage.

Motion: by Selectman Hanson to close the Public Hearing for a No Left Turn Restriction from Golden Cove Road on to New Fletcher St., New Spaulding Street, and Dawn Drive. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to adopt a No Left turn Restriction from Golden Cove Road on to New Fletcher St., New Spaulding Street, and Dawn Drive from 7:00-9:00AM Monday through Friday. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Enforcement will be done through the police department.

Town Manager Reports

Loan for Steinway Piano

Susan Gates, 7 Trotting Road, and Chelmsford Center for the Arts President, explained they have been fundraising for a new piano. The need for this equipment is affecting their ability to book functions and they are losing revenue. She would like to meet with a representative of Enterprise Bank on Friday to discuss a five year loan, that would be paid for by the Center for the Arts. A Steinway B piano costs about \$95,000.00; however this piano has been offered to the CCA at a significant discount. The CCA has a \$20,000.00 down payment ready, monthly payments would be about \$1,000.00/month.

Motion: by Selectman Hanson to authorize the Town Manager to execute loan documents in an amount not to exceed \$60,000.00 for the purchase of a Steinway B piano for the Chelmsford Center of the Arts, to be paid by revenue generated by the Center of the Arts over a five year period. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Offices Holiday Hours

Offices will be closed December 24, 2012, and will be open 8:30AM-12:00PM on December 31, 2012.

The Joint Budget Meeting with the BOS, School Committee and the Finance Committee is tentatively scheduled for Thursday, January 10, 2013 at 7:00PM.

Meeting Minutes

Regular Meeting Minutes-November 5, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of November 5, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Regular Meeting Minutes-November 19, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of November 19, 2012 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

Deadline for Citizen Petition articles for Spring Annual Town Meeting

The Notice for Warrant Articles for the Spring 2013 Town Meeting was read into the record as follows:

Approved 1/7/2013

“Articles to be included on the Warrant for the Spring 2013 Town Meeting must be submitted in duplicate to the Office of the Town Manager prior to 4:00PM on Monday, January 7, 2013. Any articles submitted after that time will not be considered by the Selectmen for inclusion on the Warrant. Articles to be submitted by private citizens must carry the signatures of at least ten (10) or more certified voters of the Town of Chelmsford.”

Selectmen Liaison Reports and Referrals

Selectman Lane:

- The Oak Hill Study Committee is close to completing their report on that parcel, which will be presented soon.
- The Historic and Cultural Plan was unveiled last Thursday, and looks like a great plan.
- Residents were wished Happy Holidays, and looking forward to 2013.

Selectman Wojtas:

- The Nashoba Valley School Committee will host their Annual Breakfast Budget Meeting on February 1, 2013, and they are still looking into televising their meetings.
- The Chelmsford Housing Authority received a \$100,000.00 grant from TD Bank for the proposed veteran's housing project on Manahan St.
- There will be a delayed opening at the Library from January 7-11, 2013, due to construction. The Library will open at 2:30PM during that time. The McKay branch will have extra hours during that week.
- The new Town website is scheduled to launch on January 3, 2013.
- Selectman Wojtas requested that applicants should present all information before the meeting so it can be properly reviewed and delays can be minimized.

Selectman Dixon:

- Sal Lupoli will head fundraising efforts for the Synthetic Recreational Fields Committee. Brian Milisci will work on engineering. Anyone interested in becoming involved in this initiative is welcome to contact Selectman Dixon or any Committee member.
- Residents were wished a Merry Christmas and a Happy New Year.

Selectman Hanson:

- Office hours will be held on Thursday from 5:00-6:00PM at the Java Room.
- Selectman Hanson officially announced that he is planning on running for re-election in 2013, and encouraged others to apply as well.
- Residents were wished happy and safe holidays.

Chairman Kurland:

- Office hours will be held on January 5, 2013 starting at 9:00AM at the Java Room.
- Patrice Garvin was congratulated on becoming the Chairman of the Finance Committee.
- Everyone was thanked for a great Town Holiday Party.
- Committee volunteers were thanked for their time and dedication to the causes they represent.
- Merry Christmas and Happy New Year to All.

Press Questions

No one came forward at this time.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 9:45PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Approved 1/7/2013

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Supplemental information regarding Chelmsford Country Club provided by Gail Kruglak
- List of Committee Vacancies
- Supporting Documents for India Palace All alcoholic Beverage License
- Letter of November 20, 2012 to Town Line Auto Sales
- Supporting documents for Education Foundation of Tyngsboro
- Supporting documents for Chelmsford Telemedia
- Supporting documents for Chelmsford Country Club
- Supporting documents for Subway
- Supporting documents for Triangle Package Store
- Memo of December 13, 2012 and supporting documents regarding Golden Cove Rd.
- Draft minutes of November 5 & 19, 2012.
- Spring Town Meeting notice



Office Products c
Brea, California 92821
Heavy Duty – No Merch
EZD™ View Binder

79199 - 1"	WE
79195 - 1 1/2"	WE
79192 - 2"	WE
79193 - 3"	WE
79104 - 4"	WE
79106 - 5"	WE

